



SWINDON BOROUGH COUNCIL
Municipal Year 2014/15

Friday, 6 June 2014

**COUNCIL CHAMBER
CIVIC OFFICES
SWINDON**

29 May 2014

Dear Councillor,

Summons to attend Annual Council Meeting

A MEETING of the **Council**, which you are requested to attend, is to be held at the CIVIC OFFICES, SWINDON, on **Friday, 6 June 2014 at 2.30 p.m.**

The business to be transacted will be as follows:-

AGENDA

- 1. Apologies for Absence**
- 2. To elect a qualified person to be Mayor of the Borough for the Municipal Year. 2014/15**
- 3. To elect a qualified person to be Deputy Mayor of the Borough for the Municipal Year. 2014/15**
- 4. Communications**
To receive any communications or letters which the Mayor or Chief Executive may have to bring before the Council.

5. **Minutes** (Pages 1 - 10)
To receive the minutes of the previous meeting held on 3rd April 2014.
6. **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.
7. **Public Question Time**
See explanatory note below.
8. **Adoptions of Revisions to Swindon Borough Council's Constitution** (Pages 11 - 34)
9. **Numbers to Serve on Committees** (Pages 35 - 38)
10. **Allocation of Seats to Political Groups and Appointments to Committees, Other Bodies and Outside Bodies** (Pages 39 - 52)
11. **Calendar of Meetings 2014/15** (Pages 53 - 56)
12. **Councillors Question Time**
Questions (if any) of which notice has been given by Councillors in accordance with Standing Order 15.

Yours faithfully

Director of Law and Democratic Services

Questions by Members of the Public in accordance with Standing Order 11

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 Council (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 Democratic Services 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 have any special requirements to enable you to attend the meeting or would like to receive any of the pages contained in this agenda in a larger print size, please contact the Committee Officer as soon as possible prior to the date of the meeting.

COUNCIL

THURSDAY, 3 APRIL 2014

PRESENT:- The Worshipful The Mayor in the Chair; Councillors Junab Ali, Steve Allsopp, Abdul Amin, Paul Baker, John Ballman, Ray Ballman, Mike Bawden, Andrew Bennett, Alan Bishop, Roderick Bluh, Michael Bray, Wayne Crabbe, Mark Dempsey, Michael Dickinson, Oliver Donachie, Mark Edwards, Toby Elliott, Claire Ellis, Emma Faramarzi, Fionuala Foley, Brian Ford, Mary Friend, Jim Grant, John Haines, Peter Heaton-Jones, Neil Heavens, Dale Heenan, Russell Holland, Fay Howard, Richard Hurley, Colin Lovell, Cindy Matthews, Brian Mattock, Des Moffatt, Derique Montaut, Teresa Page, Stan Pajak, Maureen Penny, Garry Perkins, Julian Price, David Renard, Ann Richards, James Robbins, Nicky Sewell, Kevin Small, Vera Tomlinson, Joe Tray, Steve Wakefield, Nadine Watts, Peter Watts, Steve Weisinger, David Wood, Robert Wright and Julie Wright.

103.

Vote of Thanks

(1) That the Council records its appreciation for the work undertaken by Councillors Mike Bawden, Michael Dickinson and Rochelle Russell following their decision not to stand as candidates in the forthcoming Local Government elections and offers its best wishes for their future endeavours.

(2) That the Council records its appreciation for the work undertaken by Ms Sally Rhind-Tutt in her capacity as Committee and Member Support Officer and offers its best wishes on her retirement.

104.

Apologies for Absence

Apologies for absence were received from Councillors Rochelle Russell and Keith Williams.

105.

Communications

The Board Director, Commissioning reported that a letter had been received from Thamesdown Transport Ltd in response to a Council Motion approved at the meeting held on 2nd January 2014 (Minute 82 refers).

106.

Minutes

Resolved – That the minutes of the meeting held on 24th February 2014, be confirmed and signed.

107.

Declarations of Interest

The Worshipful The Mayor reminded Members of the need to declare any known interests in any matters to be considered at the meeting. No declarations were made.

Mr Terry Reynolds submitted written questions regarding recent issues referred to the Council's Standards Committee. A written response was tabled at the meeting.

Mr. Brian Cockbill submitted written questions in respect of (a) complaints received by the Council's Monitoring Officer, (b) dining and kitchen facilities in Swindon Primary Schools, and (c) inspections of the former college building in Victoria Road. Written responses were tabled at the meeting.

Mr Brian Cockbill asked a supplementary question regarding the work of the Standards Committee. The Chair of the Standards Committee responded at the meeting.

Mr Brian Cockbill asked a supplementary question regarding meeting the project officer leading on the provision of dining facilities in Primary Schools. The Cabinet Member for Children's Services indicated that a written response would be provided.

Mr Brian Cockbill asked a supplementary question seeking assurances that the Council was undertaking its duty under the Heritage Act to protect buildings. The Chair of the Planning Committee indicated that a written response would be provided.

Mr Mike Bowden submitted written questions regarding the future public ownership of Lydiard Park and House. A written response was tabled at the meeting.

Mr Mike Bodwen asked supplementary questions regarding public consultation on any review of the status of Lydiard. The Cabinet Member for the Economy, Regeneration and Culture responded at the meeting.

Mrs Carole Bent submitted written questions regarding the work of the Council's Standards Committee. A written response was tabled at the meeting.

Mrs Carole Bent asked a supplementary question regarding a complaint made against the Mayor to the Council's Standards Committee. The Chair of the Standards Committee responded at the meeting.

Mrs Carole Bent asked a supplementary question regarding when the decision of an assessment panel meeting would be made publically available. The Chair of the Standards Committee indicated that a written response would be provided.

Mrs Goodenough submitted a written in respect of the provision of green waste bins. A written response was tabled at the meeting.

Mrs Goodenough asked a supplementary question regarding her experience of trying to obtain a green waste bin. The Cabinet Member for Public Protection, Housing and Streetsmart (Delivery) responded at the meeting.

Mr Ockadon asked a public question regarding the future provision of leisure in the Borough and the future of Council leisure centres. The Leader of the Council responded at the meeting.

Mr Ockadon asked a supplementary question regarding consultations on the future of leisure land at Croft Playing Fields. The Leader of the Council responded at the meeting.

Council agreed that Council Standing Orders be suspended in order to allow additional public questions to be put to the meeting.

Mr Paul Gregory asked a public question regarding the adoption and promotion of an economic policy highlighting Swindon's railway connections. The Leader of the Council responded at the meeting.

Mr Richard Symmonds asked a public question regarding the public provision of leisure facilities. The Leader of the Council responded at the meeting.

Mr Richard Symmonds asked a supplementary question regarding why the Council couldn't make a profit from its leisure facilities and the impact on the price of leisure provision if parts of the service were privatized. The Leader of the Council responded at the meeting.

Mrs Jane Milner-Barry asked a public question regarding the Oasis Leisure Centre lease and why she hadn't received a response to a previous question. The Cabinet Member for the Economy, Regeneration and Culture responded at the meeting and indicated that a written response would be provided.

Mrs Jane Milner-Barry asked a supplementary question seeking clarification when the Leisure Review would be presented to Council. The Cabinet Member for Economy, Regeneration and Culture responded at the meeting.

Ms Linda Kasmaty asked a public question regarding the current designation of the Croft Playing Fields. The Leader of the Council indicated that a written response would be provided.

Mrs Kareen Boyd asked a public question about public investment in green energy projects following support from the Cabinet Member for Strategic Planning and Sustainability. The Cabinet Member for Strategic Planning and Sustainability responded at the meeting.

Mrs Kareen Boyd asked a supplementary question regarding the status of Fast Solutions. The Cabinet Member for Strategic Planning and Sustainability indicated that a written response would be provided.

Mrs Kareen Boyd asked a supplementary question seeking clarification as to when the Director of Law and Democratic Services was aware of Fast Solutions. The Director of Law and Democratic Services responded at the meeting.

Mrs Kareen Boyd asked a public question clarifying who the Council's Standards Committee were accountable to. The Chair of the Standards Committee responded at the meeting.

Mrs Kareen Boyd asked a supplementary question regarding the possibility of the Council asking the Standards Committee to increase the pace of its work. The Chair of the Standards Committee indicated that written response would be provided.

Mrs Kareen Boyd asked a supplementary question seeking clarification as to whether the written response referred to would be provided by 9th April 2014.

The Chair of the Standards Committee responded at the meeting.

109. Minutes for Confirmation

There were no Minutes for Confirmation.

110. Motion - Swindon Energy Co-operative

Councillor Dale Heenan moved and Councillor Oliver Donachie seconded:

"This Council,

(1) Recognises the excellent work that has occurred on the Collective Energy Switch programme, which has cut gas and electricity bills for hundreds of families across Swindon.

(2) Notes the continued cross party support for initiatives to deliver on the November 2013 Full Council decision to, "100% target by 2020."

(3) Recommends that the Cabinet Member for Finance establish a Cabinet Member Advisory Group to advise the Cabinet Member on the business cases for any Swindon Borough Council investment in renewable initiatives to ensure continued support in an open and transparent manner.

(3) Requests that the Cabinet Member for Finance present a report to Cabinet as soon as practical on setting up a Swindon Energy Social Enterprise to provide a mechanism to continue promotion of Collective Energy Switching within the Borough, allow residents to invest in renewable schemes and assist in delivering allowable solutions for zero carbon homes."

The Motion was put to the vote and declared carried.

(Councillor Brian Ford made a personal declaration of interest in respect of this item.)

111. Motion - Lydiard Park

Councillor Michael Dickinson moved and Councillor Mick Bray seconded:

"This Council,

- condemns the scaremongering and claims being made that Lydiard Park and House is being "sold off" and is part of a campaign of "asset stripping" within the Borough.

- reminds Members of their duties under the Councillors' Code of Conduct not to bring the authority into disrepute.

- agrees that there are no plans, and this Administration will not bring forward any plans, to sell Lydiard Park and House.

- requests that the Cabinet Members for the Economy, Regeneration and Culture and Highways, Strategic Transport and Leisure, present a report to Cabinet as soon as practicable on ways to ensure that Lydiard is preserved for future generations to use and enjoy such as through a trust."

The Motion was put to the vote and declared carried.

112. Motion - Cars Parking on Grass Verges

Mark Dempsey moved and Councillor Peter Watts seconded:

"This Council recognises the concerns of local residents in many of Swindon's communities who do not have adequate parking capacity in their residential area. Furthermore, Council recognises that this can sometimes lead to residential areas being left untidy as a result of residents having to park on grass verges.

This Council requests a report be brought to the Cabinet detailing options for how the Council can increase car parking capacity in residential areas that need it."

The Motion was put to the vote and declared carried.

113. Motion - Opposition to Companies that Operate Blacklists

Councillor Jim Grant moved and Councillor Derique Montaut seconded:

"That Swindon Council deplores the illegal practice of blacklisting and requests that the Lead Cabinet Member and Officers seek a way to ensure that any company tendering for construction and civil engineering contracts to be awarded by Swindon Council will be asked to provide information that they have not conducted any "grave misconduct" by way of blacklisting. This will include questions in relation to:

1. Membership of the Consulting Association; and
2. Employment of individuals who were named contacts for the Consulting Association."

The Motion was put to the vote and declared carried.

114. Motion - Traffic on Cricklade Road

Councillor Joe Tray moved and Councillor Mark Dempsey seconded:

"The Council requests the Lead Member for Highways to bring a report to Cabinet detailing how the Council could complete a road traffic survey on Cricklade Road at the Moonrakers Junction, and following the survey, undertake and complete a preliminary design of a new Moonrakers Junction that would ease the traffic on this

main route into and out of the town centre. Council believes this plan should be fully consulted upon and be ready to implement as soon as funding becomes available."

The Motion was put to the vote and declared carried.

115. Motion - Coate Water Country Park

Councillor Derique Montaut moved and Councillor Abdul Amin seconded:

"This Council recognises that since 2003 Coate Water Country Park has received far less investment than other country parks in the town and, in particular, Lydiard Park.

This Council notes that from the S106 agreement the Council has reached with the developer of the Commonhead development, up to £1m could be invested in improvements in the Coate Water Country Park.

This Council urges the Cabinet to agree that the full £1m of Section 106 money that can be invested in leisure and recreation is invested solely in Coate Water Country Park.

This Council requests the Leader of the Council bring forward a report to Cabinet detailing how the Council could provide adequate resources to East and South Swindon Localities to start a public consultation on how £1m of investment could improve Coate Water Country Park."

At the request of the mover and seconder and with the agreement of the Council the Motion was amended to read:

"This Council recognises that since 2003 Coate Water Country Park has received far less investment than other country parks in the town and, in particular, Lydiard Park.

This Council notes that from the S106 agreement the Council has reached with the developer of the Commonhead development, new investment could be provided to improve Coate Water Country Park.

This Council urges Cabinet to agree that as much of the Commonhead Section 106 money as possible is invested in Coate Water Country Park.

This Council requests the Leader of the Council bring forward a report to Cabinet detailing how the Council could provide additional resources to East and South Swindon Localities to start a public consultation on how this Section 106 money could improve Coate Water Country Park."

The amended Motion was put to the vote and declared carried.

116. Motion - West Swindon Library

Councillor Jim Robbins moved and Councillor Nadine Watts seconded:

"This Council notes the concerns of Old Town library users about the restricted access to the Old Town Library as a result of the Arts Centre being managed by a private company. This Council also notes the concerns of residents and community

groups in West Swindon about future access to the West Swindon Library, if and when the Council transfers the Link Centre to a different provider.

This Council requests that the Cabinet Member for Highways, Strategic Transport and Leisure bring a report to Cabinet detailing how the current level of access can be retained to both libraries following these proposed changes."

The Motion was put to the vote and declared carried.

117. Motion - Town Centre Road Network

Councillor Bob Wright moved and Councillor Junab Ali seconded:

"This Council:

- Recognises that the Town Centre's infrastructure is of immense importance to the town's overall road network and traffic flows as well as to those who live in the Town Centre.
- Is concerned about the recently proposed changes of the Town Centre's road network and believes that it doesn't serve the interests of Town Centre users.
- Believes that supplementary guidance needs to be agreed on the Town Centre's future road network that will sit with the Town Centre Masterplan.

Therefore, this Council requests that the Leader of the Council to bring a report to Cabinet to detail how the Council can initiate a Town Centre Infrastructure Consultation before further costly works begin on changing the roads, routes, paths and cycleways.

The outcome of this consultation should provide the detailed specifications for the Town Centre's future road network which will provide the basis for grant applications. Council believes that if this consultation is to be agreed, it should be controlled and managed by its Highways Department."

The Motion was put to the vote and declared lost.

118. Calendar of Meetings 2014/15

The Director of Law and Democratic Services submitted a report setting out the proposed dates for meetings of the Council, the Cabinet, Committees and Other Swindon Borough Council Bodies for the Municipal Year, 2014/15.

The Leader of the Council reported the Corporate Governance Working Group has made recommendations on the structure of the Council including its Overview and Scrutiny Committees and Footpaths and Rights of Way Committee which he will recommend Council to accept at Annual Council. At this stage it is anticipated that the date of the Overview and Scrutiny meetings will remain as set out in the timetable.

Councillor David Renard moved and Brian Mattock seconded:

“(1) That, subject to any changes to the structure of the Council approved at Annual Council, the Timetable of Meetings for the Municipal Year 2014/15, as set out in Appendix 1 to the report of the Director of Law and Democratic Services be approved for formal adoption by Annual Council.

(2) That the Director of Law and Democratic Services, in consultation with the Leader of the Council, be authorised to vary the dates for meetings of the Council, the Cabinet, Committees and Other Swindon Borough Council bodies should this prove necessary for the efficient discharge of Council business.”

The Motion was put to the vote and declared carried.

119. Minutes of Cabinet and Decisions Delegated to Cabinet Members

The Council considered (a) the minutes of the meeting of the Cabinet held on 5th February 2014, and (b) questions to the Cabinet Members regarding their portfolio responsibilities and answers received.

120. Minutes of other Council Bodies

The Council (a) received the minutes set out in the “Minutes of Other Council Bodies” circulated with the Agenda, and (b) considered questions to Chairs relating to the work of their Committees and other bodies and answers received.

121. Councillors Question Time

The Director of Law and Democratic Services reported that Standing Order 15 questions had been received from Councillors Steve Allsopp, Mark Dempsey, Neil Heavens and Bob Wright.

Councillor Steve Allsopp asked a supplementary question regarding when the review referred to in the Cabinet Member’s response would be reported to the community groups affected. The Cabinet Member for Finance indicated that a written response would be provided.

Councillor Mark Dempsey asked a supplementary question seeking additional detail in respect of where and how the money referred to in the tabled answers 6(b) (d) and (e) was spent. The Cabinet Member for Strategic Planning and Sustainability indicated that a written response would be provided.

Councillor Mark Dempsey asked a supplementary question seeking a more detailed breakdown of the car park usage figures set out in the tabled answer 10. The Cabinet Member for the Economy, Regeneration and Culture indicated that a written response would be provided.

Councillor Neil Heavens asked a supplementary question regarding outstanding issues at Eldene Community Centre. The Cabinet Member for Strategic Projects and Transformation responded at the meeting.

Councillor Bob Wright asked a supplementary question regarding the provision of bins in the town centre area. The Cabinet Member for Public Protection, Housing and Streetsmart (Delivery) responded at the meeting.

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**Adoption of Revisions to
Swindon Borough Council's Constitution for 2014/15**

COUNCIL

Date: 6th June 2014

Author: Director of Law and Democratic Services

Wards / Locality / Parishes Affected: All

1. Purpose and Reasons

- 1.1 To consider and adopt revisions to Swindon Borough Council's Constitution for the Municipal Year 2014/15.
- 1.2 It is necessary to review and update the Constitution for 2014/15 to reflect decisions taken by the Council during the 2013/14 Municipal Year, to meet statutory requirements and to reflect changes in the Council's management structure and working practices required to ensure the efficient discharge of Council business during the course of the 2014/15 Municipal Year.
- 1.3 Article 15 of the Council's Constitution requires the approval of the Council, or of the Special Committee, to changes to the Constitution.
- 1.4 One Swindon and Stronger Together set out a shared commitment to connect local people to local decision making, promote capacity building at a local level and grow community interest and participation. The Constitution seeks to provide the governance framework to enable the delivery of the Council's Corporate Strategy and all its key plans and policies.

2. Recommendations

The Council is recommended to:

- 2.1 Adopt the revised Swindon Borough Council Constitution for the Municipal Year 2014/15.
- 2.2 Authorise the Director of Law and Democratic Services, in consultation with the members of the Corporate Governance Review Working Group where appropriate, to vary the wording and layout of the Constitution and its associated documentation to reflect legislative and procedural changes should this prove necessary for the efficient discharge of Council business during the course of the Municipal Year.

3. Detail

- 3.1 The Council's Constitution has been revised to reflect statutory requirements and recent legislative and procedural changes, political management arrangements, revisions to the Council's management structure and operating model, and other procedures and protocols agreed by the Council for 2014/15.

Further information on the subject of this report can be obtained from Stephen Taylor Direct Dial Telephone Number (01793) 463612, staylor@swindon.gov.uk or Ian Willcox, Direct Dial Telephone Number (01793) 463601, iwillcox@swindon.gov.uk.

Adoption of Revisions to Swindon Borough Council's Constitution for 2014/15

COUNCIL

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- 3.2 A copy of the Constitution showing all the significant revisions to the 2013/14 Constitution has been supplied to each political group and a copy has been placed in the Member's Room.
- 3.3 The main changes proposed to the Constitution are set out in the paragraphs below.

Proposed Changes

- 3.4 Highlighted below are the various proposed amendments to the different sections of the Council's Constitution. Changes have been made to reflect decisions and recommendations arising from the Corporate Governance Review Working Group that have arose during the 2013/14 Municipal Year, and new titles and officer responsibilities arising out of revisions to the Council's management structure. A small number of changes reflect changes to legislation and Regulations and Guidance. Minor changes have also been made to ensure that the Constitution refers to current working practices.
- 3.5 Part 1 –Summary and Explanation – To revise the paragraph relating to “Scrutiny and Policy Development” to clarify the operation of the Health and Wellbeing Board. To update the paragraph relating to “Citizens’ Rights” to reflect changes resulting from the provisions in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and the Government’s Guidance on the recording of Council proceedings associated with the implementation of provisions within the Local Audit and Accountability Act 2014.
- 3.6 Part 2 – Article 6 – Overview and Scrutiny Committees – To revise the Article to reflect changes proposed by the Leader of the Council, in consultation with the Corporate Governance Review Working Group on 1st April 2014, in respect of changes to the titles and responsibilities of the Council's Overview and Scrutiny Committees. These are set out in Appendix 1 for the Council's approval.
- 3.7 Part 2 – Article 8 – Regulatory and Other Committees - To revise the Article to take into account minor changes to non-councillor memberships of existing committees and changes should the Council support the recommendations of the Corporate Governance Review Working Group on 1st April 2014 in respect of the amalgamation of the responsibilities of the Planning and Footpaths and Rights of Way Committee. The recommendation is set out in Appendix 1.
- 3.8 Part 2 – Article 9 – The Standards Committee - To revise paragraph 9.01 (a) and (c) of the Article to provide greater clarify on membership and the quorum for meetings. To revise paragraph 9.03 to add reference to an “Assessment” Panel to provide greater clarify.

Further information on the subject of this report can be obtained from Stephen Taylor Direct Dial Telephone Number (01793) 463612, staylor@swindon.gov.uk or Ian Willcox, Direct Dial Telephone Number (01793) 463601, iwillcox@swindon.gov.uk.

Adoption of Revisions to Swindon Borough Council's Constitution for 2014/15

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Date: 6th June 2014

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- 3.9 Part 2 – Article 12 – The Council's Officers - To revise the Article to reflect the revised management structure and titles adopted by the Council. To revise paragraph 12.03(d) to add reference to the "Local Government Ombudsman" Panel to update the paragraph and provide greater clarity.
 - 3.10 Part 2 – Article 13 – Decision Making - To revise the Article's paragraph 13.09 relating to "Decision-Making by Officers" to reflect changes resulting from the provisions in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.
 - 3.11 Part 2 – Article 14 – Finance, Contract and Legal Matters - To revise paragraph 14.06 of the Article relating to "Delegations to Officers" to further clarify this paragraph and reflect the provisions in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and in other pending Regulations and Guidance.
 - 3.12 Part 3 – Responsibility for Functions – To revise to reflect the Council's revised management structure and titles and the Scheme of Delegations proposed for 2014/15.
 - 3.13 Part 4 – Rules and Procedure - Section 1 - Council Procedure Rules (Standing Orders) – The amendment of Standing Order 11 (Public Question Time at Council Meetings) and Standing Order 28 (Public Question Time at Council Bodies) to reflect changes proposed by the recommendations of the Corporate Governance Review Working Group on 7th May 2014 in respect of changes to the Public Question Time process. These are set out in Appendix 1 for the Council's approval. The proposed new Public Question Time Protocol and Guidance is attached as Appendix 2 for the Council's approval.
 - 3.14 Part 4 – Rules and Procedure - Section 1 - Council Procedure Rules (Standing Orders) – The amendment of Standing Order 12 (Recording of Proceedings by the Media and Residents of the Borough) – The amendment of this Standing Order to better reflect the recording of proceedings as required by the provisions in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and in other pending Regulations and Guidance. The proposed revised Recording, Photography and Use of Social Media Protocol and Guidance is attached as Appendix 3 for approval.
 - 3.15 Part 4 – Rules and Procedure - Section 1 - Council Procedure Rules (Standing Orders) – The amendment of Standing Order 14 (Voting) – The amendment of this Standing Order by the addition of a paragraph (3) to reflect the requirements of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 concerning the recording of votes on the Budget and Council Tax Setting.

Further information on the subject of this report can be obtained from Stephen Taylor Direct Dial Telephone Number (01793) 463612, staylor@swindon.gov.uk or Ian Willcox, Direct Dial Telephone Number (01793) 463601, iwillcox@swindon.gov.uk.

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- 3.16 Part 4 – Rules and Procedure - Section 1 - Council Procedure Rules (Standing Orders) - No other significant changes are proposed to Standing Orders – minor revisions to wording and formatting have been made to incorporate (a) revised management titles, (b) changes in legislation, (c) recommendations of the Corporate Governance Review Working Group, if adopted, and (d) changes in current Council practice.
- 3.17 Part 4 – Rules and Procedure - Section 2 - Access to Information Procedure Rules – No significant changes are proposed to the Access to Information Procedure Rules – minor revisions to wording and formatting have been made to improve layout and to reflect current titles.
- 3.18 Part 4 – Rules and Procedure - Section 3 - Budget and Policy Framework Procedure Rules - Minor revision to wording to (a) improve layout and clarity, and (b) to reflect current Council practice and titles.
- 3.19 Part 4 – Rules and Procedure - Section 4 - Executive (Cabinet) Procedure Rules - Minor revision to wording to incorporate (a) the requirements of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, and (b) changes to improve layout and clarity.
- 3.20 Part 4 – Rules and Procedure - Section 5 – Overview and Scrutiny Procedure Rules – Revisions to wording to incorporate changes proposed by the recommendations of the Corporate Governance Review Working Group on 1st April 2014 in respect of the titles and responsibilities of the Council's Overview and Scrutiny Committees. The recommendations being set out in Appendix 1 for the Council's approval.
- 3.21 Part 4 – Rules and Procedure - Section 6 – Financial Procedure Rules (Financial Regulations) – No significant changes are proposed to Financial Regulations – minor revisions been made to improve layout and clarity.
- 3.22 Part 4 – Rules and Procedure - Section 7 – Standing Orders Relating to Contracts - Revisions to wording to incorporate changes agreed in the 2013/14 Municipal Year by the Council to reflect the requirements of the Localism Act 2011 in respect of the Community Right to Challenge (Standing Order 2.4 and 5.1) and the Public Services (Social Value) Act 2012 in respect of Social Value (Standing Order 5.1). Additional minor revisions to wording to improve layout and clarity.
- 3.23 Part 4 – Rules and Procedure - Section 8 – Officer Employment Procedure Rules - Minor revisions to wording to improve layout and clarity.
- 3.24 Part 4 – Rules and Procedure - Section 9 – Petitions Scheme - Minor revisions to wording to clarify existing custom and practice and to improve layout.
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Further information on the subject of this report can be obtained from Stephen Taylor Direct Dial Telephone Number (01793) 463612, staylor@swindon.gov.uk or Ian Willcox, Direct Dial Telephone Number (01793) 463601, iwillcox@swindon.gov.uk.

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- 3.25 Part 5 - Codes and Protocols – Section 1 - Members Code of Conduct – Minor revisions to wording and format to improve layout.
 - 3.26 Part 5 - Codes and Protocols – Section 3 – Monitoring Officer Protocol – Minor revisions to wording and format to improve layout.
 - 3.27 Part 5 - Codes and Protocols – Section 4 – Councillor Role Definitions – Minor revisions to wording and format to improve layout.
 - 3.28 Part 5 - Codes and Protocols – Section 6 – Protocol for Member/Officer Relations – Minor revisions to wording and format to improve layout.
 - 3.29 Part 5 - Codes and Protocols – Section 8 – Local Code of Corporate Governance – Minor revisions to wording to update for legislative changes and to reflect current Council practice and policies.
 - 3.30 Part 6 – Councillors' Allowances Scheme – No change to level of Councillors Basic or Special Responsibility Allowances for 2014/15. Minor changes to wording to reflect the Budget allocation for 2014/15, current Council practice, revised contact details and changes to organisation and outside bodies' titles. Minor drafting changes to update for legislative changes.
 - 3.31 Part 7– Management Structure – Revisions to incorporate the revised “Stronger Together” management structure adopted by the Council by way of its Special Committee during the 2013/14 Municipal Year.
 - 3.32 Part 8 – Scheme of Delegations and Designations of Proper Officers – To reflect changes previously agreed by the Council and to incorporate the revised Stronger Together management structures and responsibilities within the Council approved during the 2013/14 Municipal Year. Appendix 4 is attached and sets out a summary of the proposed main additions and changes to be made to the Scheme.
 - 3.33 Members are reminded of the role played by the Corporate Governance Review Working Group in considering and making recommendations regarding the Council's governance arrangements. Issues such as the Council's future political management arrangements, procedures adopted at Council meetings and the implications of new legislation and statutory guidance were all discussed by the Working Group during the 2013/14 Municipal year and have played a significant part in informing the review of the Constitution that is contained within this report. Councillors are invited to contact their Group Leaders or the Director of Law and Democratic Services if they have issues that they would like the Working Group to review as part of its work in the 2014/15 Municipal Year.

Further information on the subject of this report can be obtained from Stephen Taylor Direct Dial Telephone Number (01793) 463612, staylor@swindon.gov.uk or Ian Willcox, Direct Dial Telephone Number (01793) 463601, iwillcox@swindon.gov.uk.

Adoption of Revisions to Swindon Borough Council's Constitution for 2014/15

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4. Alternative Options

- 4.1 No alternative options are proposed. The Council could seek to adopt alternative changes and wording to individual parts of the Constitution.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 There are no specific financial or procurement implications.

Legal and Human Rights Implications

- 5.2 Legal and Human Rights implications have been taken into account in drafting this report.
- 5.3 The Council is required to comply with the requirements of the Localism Act 2011 the Local Government Acts 1972 and 2000, the Health and Social Care Act 2012, the Public Services (Social Value) Act 2012, the Local Audit and Accountability Act 2014, and associated Regulations and Statutory Instruments

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

- 5.4 No other specific implications have been identified.

Diversity Impact Assessment

- 5.5 A Diversity Impact Assessment (DIA) has not been undertaken at this stage as the report does not make any recommendations or have implications that affect services. The Constitution has been subject to a DIA

Risk Management

- 5.6 There are no specific risk implications that have not previously been highlighted.

6. Consultees

- 6.1 The Board Director, Resources (S.151 Officer) and the Director of Law and Democratic Services (Monitoring Officer) are consulted on all reports.

7. Background Papers

- 7.1 Council Constitution 2013/14.

Further information on the subject of this report can be obtained from Stephen Taylor Direct Dial Telephone Number (01793) 463612, staylor@swindon.gov.uk or Ian Willcox, Direct Dial Telephone Number (01793) 463601, iwillcox@swindon.gov.uk.

**Adoption of Revisions to
Swindon Borough Council's Constitution for 2014/15**

COUNCIL

Date: 6th June 2014

8. Appendices

- 8.1 Appendix 1 – Recommendations of the Corporate Governance Review Working Group.
- 8.2 Appendix 2 – Proposed Public Question Time Protocol and Guidance
- 8.3 Appendix 3 – Revised Recording, Photography and Use of Social Media Protocol and Guidance
- 8.4 Appendix 4 - Summary of Proposed Changes to the Scheme of Delegations 2014/15.

Further information on the subject of this report can be obtained from Stephen Taylor Direct Dial Telephone Number (01793) 463612, staylor@swindon.gov.uk or Ian Willcox, Direct Dial Telephone Number (01793) 463601, iwillcox@swindon.gov.uk.

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**RECOMMENDATIONS OF THE CORPORATE GOVERNANCE REVIEW
WORKING GROUP**

CORPORATE GOVERNANCE REVIEW WORKING GROUP

TUESDAY, 1 APRIL 2014

46. Possible Changes to the Overview and Scrutiny Committees 2014/15

The Leader of the Council and the Director of Law and Democratic Services submitted a joint report concerning a proposed amended Overview and Scrutiny Committee structure for the 2014/15 Municipal Year.

The Chair explained that he had proposed an amended structure in view of the Working Group's agreement at its last meeting to continue with the Leader-Cabinet system for the 2014/15 Municipal Year, and the subsequent continuation of the overview and scrutiny system. His proposal aimed to seek to better align those committees to the Council's adopted Corporate Strategy, to the Stronger Together structures and to reflect public sector changes. In so doing, he hoped that this new structure would also help to enhance Member engagement with the overview and scrutiny process by increasing its perceived relevance to the workings of the Council. He also hoped it would reduce the amount of unnecessary duplication of Member and officer reporting and attendance at meetings. This, he hoped, would contribute to the maintenance of efficient governance arrangements.

Councillor Stan Pajak welcomed the proposal to amend the structure, in particular, the proposal to increase the size of those committees dealing with issues and services that many Councillors came into contact with regularly, such as Highways and Streetsmart. He believed this would be welcomed by backbenchers. He did have some concerns regarding a risk of there being a loss of Member specialisation, given the amalgamation of some areas, such as Health, Children and Young People and Adult Social Care.

Councillor Des Moffatt referred to the proposed amendments and his belief that they would do little to improve the engagement of non-executive councillors. He also had concerns over the proposed size of some of the committees as he felt this could result in them being unwieldy and having too wide an agenda to cover adequately. He asked for clarification regarding the list of Advisory bodies highlighted in Appendix 1 to the report. He hoped that at some stage proposals for a "hybrid" committee / Leader/Cabinet system would be considered.

The Chair confirmed that it was the intention for a report on possible "hybrid" models to be considered by this Working Group following this year's elections. The Director of Law and Democratic Services commented on the issue of specialisation, and his belief that the proposed structures should not prevent this developing. He advised that the list of Cabinet Advisory Bodies in Appendix 1, was for illustration only and it was recognised that there were other Advisory groups and other Council bodies not listed that would continue into the new Municipal Year. The Appendix attempted to highlight the links between the proposed overview and scrutiny structure and Cabinet portfolios.

The Working Group supported the amalgamation of the roles of the Footpaths and Rights of Way Committee and the Planning Committee taking into account the respective workloads of those bodies.

The Working Group noted that, if supported, it would be useful for the Director to be aware of the likely numbers to serve on the proposed new committees. It was believed that as proportionality would apply to the membership of these bodies and that this could only be determined following the forthcoming elections, therefore it was suggested that only indicative figures should be provided at this time.

It was agreed – (1) That the proposed revised structure for the Council's Overview and Scrutiny Committees, as set out in Appendix One to the joint report, together with the merger of the Footpaths and Rights of Way Committee with the Planning Committee, be supported.

(2) That the indicative numbers to serve on the proposed new Overview and Scrutiny Committees be as follows - Economy and Regeneration; and Resources – up to 10 Councillors; StreetSmart and Highways; and Education, Health and the Caring Services – up to 20 Councillors.

(3) That the Director of Law and Democratic Services be requested to make the necessary changes to the draft Council Constitution and Timetable of Meetings 2014/15 to reflect the proposals referred to in (1) and (2) above, for submission to the Annual Meeting of the Council.

CORPORATE GOVERNANCE REVIEW WORKING GROUP

WEDNESDAY, 7 MAY 2014

49. Public Question Time at Council Meetings

The Director of Law and Democratic Services submitted a joint report concerning (a) the approach adopted by the Council to questions asked by members of the public at Council meetings, (b) the Standing Orders governing Public Question Time (PQT), (c) concerns raised after the Council meeting on 3rd April 2014 by members of the public who had asked questions and by Councillors involved in responding to such questions, (d) the views of the Leader of the Council and the Chair of the Standards Committee, (e) statistics relating to public questions asked at meetings of the Council, Cabinet and Scrutiny Committee (Appendix 3), (f) possible alternatives to existing arrangements, and (g) views expressed by members of the public who regularly asked public questions (Appendix 2).

The Chair introduced the report and explained the reasons why he had asked the Director to bring a report reviewing existing practice to the Working Group. He drew attention to the suggestions for changes to existing arrangements highlighted in the report and its appendices by both Councillors and members of the public.

Councillor Nick Martin referred to the problems for those chairing meetings of dealing with, on occasion, significant numbers of public questions within the 15 minutes allowed. He explained that this was exacerbated where no notice had been

provided of the question or notice given that a question was to be asked. A Chair had to balance the need for an open and transparent question time with the requirement to complete the business on the agenda for the meeting in a timely manner. This could lead to accusations of the Council seeking to stifle public involvement when this was not really the case. He also had concerns that by enabling some individuals to ask a number of questions, or a question with a number of parts, this prevented others being able to participate and to ask their questions.

Councillor Michael Dickinson commented on current arrangements and his belief that there should be clarity around the number of questions that were permitted to be asked. He believed that multi-part questions should be seen as multiple questions and not one question. He also supported that a written response be provided for written questions provided in advance and that it should not be necessary for written questions to be read out. This, he believed, would enable more questions to be dealt with within the existing fifteen minute period, enabling more members of the public to participate if they wished. He did not support extending the existing time limit.

Councillor Brian Mattock commented that he believed there was little to be gained by extending the current time limit and that the current discretion exercised by Chairs, in exceptional circumstances, had proven to be effective in the past. He noted the statistics that the majority of Public Question Times had been completed within the allotted timeframe. He supported that where written questions were provided within an agreed timescale prior to a meeting then a written response should always be provided at the meeting. A single supplementary question should be permitted at the meeting. It should also remain possible for a member of the public to ask a question at the meeting, but it should be made clear that it might not be possible to answer such questions at the meeting and it was likely to be the subject of a written response within the Council's agreed response timescale. He also felt that written questions, responses and the associated supplementary questions and responses should take precedence over those wishing to ask questions at a meeting and who had given no advance notice. He suggested that 3:00 p.m. two working days prior to the meeting concerned should be set as the deadline for the receipt of questions as this should provide sufficient time for the necessary information to be gathered by officers and Members to enable a meaningful response to be provided.

Councillor Bob Wright commented that he recognised the problem faced by the Council in being open and transparent and engaging with local residents through Public Question Time, and at the same time ensuring that the business of the Council was transacted. He acknowledged that there had been occasions where Public Question Time had been dominated by campaigners to the detriment of other members of the public seeking to ask questions. He would support a small extension to the existing fifteen minute limit. However, he felt the solution rested not in changing the arrangements for Public Question Time, but through establishing other forum where campaigners could meet with decision-makers to discuss their concerns. He suggested such forum could operate in way that was seen by the public as being open and without barriers, enabling meaningful engagement with the public. The public often believed the Council was deliberately putting barriers in

their way through its processes, although this was often more to do with the restrictions of the meeting format. He believed that the Cabinet's existing Open Forum could act as a model. He explained that he had no objection to the proposal to promote written questions where a timely guaranteed written response was provided. He believed that this was what most questioners wanted and that they should appreciate that it was not always possible for a Councillor or officer to respond to complex and / or technical questions without access to the information or advice required. A notice period would enable this to happen. He noted the requests from members of the public for the recording of public questions and responses in the minutes of meetings. However, he saw limited benefits in this for the Council or for residents generally. He believed plenty of opportunities now existed, particularly following the Government's recent legislation, for those interested in recording or filming proceedings for themselves to do so.

Councillor Brian Mattock commented that he believed Cabinet Open Forum had provided an opportunity for a dialogue with residents in an "open" and informal environment. He wondered if it might be approved by structuring it differently, perhaps by providing an opportunity for local residents to meet directly or in a small group with the Cabinet Member and relevant officer to discuss their concern or problem in a more "surgery" type environment.

The Chair and the Director of Law and Democratic Services welcomed the suggestion but queried its practicality given the number of portfolios held by some Cabinet Members and that the ability to "talk to the Cabinet" might be seen as being lost by some members of the public.

Members of the Working Group welcomed the suggestion but noted the limitations. Councillor Wright wondered if such an arrangement might be more practical if such a forum was held prior to a Scrutiny Committee meeting when the Cabinet Member(s) was attending for a "Question and Answer" item. The Director of Law and Democratic Services was asked to investigate this proposal further and consider its adoption for the new Municipal Year.

Councillor Wright highlighted that many residents might be discouraged from submitting written questions as they were uncertain of the correct format to use, or had difficulties in expressing in words what they wished to ask. The Director of Law and Democratic Services confirmed that the Committee and Member Services team were always happy to assist residents in formulating questions. The Working Group expressed the view that more "guidance" should be available so that the public was aware of both the process and that help could be provided.

Councillor Martin expressed his support for a system that promoted written public questions submitted in advance of meetings and that guaranteed Council response times. He was not supportive of supplementary questions or of taking questions for which no notice was provided.

Councillor Mattock reiterated his support for a system that would retain a 15 minute Public Question Time but would promote written public questions submitted in advance of meetings on the basis previously discussed and with guaranteed Council response times. He believed supplementary questions should be permitted

but this should be limited to one question per questioner. He would also not prevent questions being asked a meeting, but that it should be made clear in the Standing Order or in guidance that a response at the meeting could not be guaranteed in such circumstances. He also believed that those providing written notice of their question should receive precedence during Public Question Time, with other questioners only being heard if time permitted.

The Working Group indicated its support for this approach. The Working Group noted that as written questions and responses available at the meeting were being promoted it should be possible to make these available to all “on-line” following the meeting. The Working Group confirmed that these documents would not form a part of the formal minutes of the body concerned and the current approach to the recording of Public Question Time in the Council minutes should be retained. The Director of Law and Democratic Services was asked to examine the practical arrangements for making written public questions and responses submitted to meetings of Council bodies available subsequently on the Council’s website.

It was agreed – **(1) That the Director of Law and Democratic Services be requested to include changes to Council Standing Orders relating to Public Questions at Meetings in the next draft of the Council’s Constitution, for submission to the Annual Meeting of the Council -**

- (a) to promote written public questions submitted in advance of meetings;**
- (b) to confirm such questions must be received by no later than 3:00 p.m. two working days prior to the meeting concerned;**
- (c) that such questions be guaranteed a Council response at the meeting concerned, or at the time specified at that meeting in exceptional circumstances;**
- (d) supplementary questions continue to be permitted, but this to be limited to one question per questioner;**
- (e) no change be made to the ability for a member of the public to ask a public question at a meeting of a Council body, but that where this occurs it be made clear that there can be no guarantee that a response can be provided at the meeting concerned and that a written response may be provided;**
- (f) those providing written notice of public question receive precedence during Public Question Time, with other questioners only being heard if time permits;**
- (g) where written public questions and Council responses are available at a meeting of a council body these be made available on the Council’s website following the meeting concerned, but not as part of the formal minutes of the meeting.**

(2) That the Director of Law and Democratic Services be asked to produce a Public Question Time guide to accompany the Standing Orders and to provide information on the process for Councillors and the public.

(3) The Director of Law and Democratic Services be requested to investigate the proposal for a Cabinet Member Pre-Scrutiny Committee Forum further and to consider its adoption for the new Municipal Year.

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Public Question Time at Council Meetings – Protocol and Guidance

- (1) At ordinary meetings of the Council and other Council Committees and relevant bodies, questions can be asked of the Mayor, Leader of the Council, Cabinet members and the Chairs of committees.
- (2) The total time set aside for such questions and answers will be limited to 15 minutes which can be extended at the Mayor or Chair's discretion.

Notice of Questions

- (3) Written questions, including questions sent by electronic mail, must be received by the Proper Officer no later than 3pm two clear working days before the meeting. This means that for a meeting held on a Thursday, questions must be received by 3pm Tuesday (less any intervening bank holiday).
- (4) The period of notice is to allow sufficient time for a response to be formulated.
- (5) Those providing a written question will receive precedence during Public Question Time, with other questioners who have not provided questions in writing only being heard if time permits;
- (6) In exceptional circumstances and in cases of urgency the Mayor or Chair may allow questions without the full period of notice having been given where he or she is satisfied there is sufficient justification. In these circumstances, there is no guarantee that a full reply will be given at the meeting.
- (7) Notice of each question must include the name and address of the questioner, (in respect of an organisation, the name of the organisation and the questioner's position within the organisation) and to whom the question is to be put.

Scope of Questions

- (8) The question must be relevant to the powers and duties of the Council and be clear and concise. A question will be rejected where it:
 - (a) does not relate to a matter for which the local authority has a responsibility or which affects the council's administrative area;
 - (b) is defamatory, frivolous, offensive, vexatious, unlawful or otherwise improper;
 - (c) relates to any non-determined planning or licensing application;
 - (d) requires the disclosure of confidential or exempt information;
 - (e) names or identifies individual service users, members of staff or members of staff of partner agencies;
 - (f) is considered by the Mayor or Chair to be inappropriate for the particular meeting.
- (9) The Mayor or Chair's ruling on rejection of a question will be final following consultation with the Monitoring Officer.
- (10) Where a question is rejected on the above grounds, the questioner shall be advised of the reasons for rejection. Time permitting the questioner will be given an opportunity to submit an amended question that will be considered afresh against the criteria in (8). For the avoidance of doubt, questions amended in this way, must be delivered within the timescale referred to at (3) above.

At the Meeting

- (11) Questions will be dealt with in order of receipt subject to the Mayor or Chair's discretion to group together questions on the same or similar subject.
- (12) The Mayor or Chair may choose to take questions "as read". However, if a questioner wishes to ask his or her question at the meeting, he or she will be allowed to.
- (13) If the questioner prefers, the question may be asked on his or her behalf by another person.
- (14) If the questioner is not able to be present at the meeting and has not made arrangements for someone else to ask the question on their behalf, the Mayor or Chair will indicate that a written reply will be given.
- (15) Subject to time constraints, questions which are submitted in writing by the deadline as referred to in (3) above will be answered at the meeting.
- (16) However, the Mayor or Chair in consultation with the Monitoring Officer may refer a question to officers for a direct written response if they consider the question can be most appropriately handled in that way.
- (17) Where a question is dealt with in the way described in (16) above, the questioner will be advised of this and provided with a response where possible within ten clear working days of the meeting and this will be copied to all councillors where this is for a meeting of the Council or to all members serving on the Council body concerned.
- (18) The relevant councillor or another Member on their behalf will aim to provide a response to a public question in advance of, or at, the meeting and this will, if required and requested, be followed up by a written copy of the response being sent to the questioner where possible within ten working days of the meeting.
- (19) Where it is not possible to provide a response at the meeting, a written response will be sent to the questioner where possible within ten working days of the meeting.
- (20) Any questions for which notice has been given in accordance with (3) above which cannot be dealt with during the time allocated for public questions, or where no advance notice has been provided and an immediate response cannot be provided will be dealt with by a written response sent to the questioner where possible within ten working days of the meeting and copied to all councillors.

Supplementary Questions

- (21) A questioner will be permitted to ask one supplementary question, irrespective of how many questions s/he may have asked, which must be relevant to the original question or arise from the response given. The Mayor or Chair may reject the supplementary question on the grounds listed in (8) above (Reasons for rejection).
- (22) The Member to whom the question has been put or another Member on their behalf, shall answer the supplementary question if he or she is able to do so at the time. If this is not possible, a written response will be provided to the questioner where possible within ten working days of the meeting.

Form of Response

- (23) A response may take the following forms:
- a) a direct oral answer;
 - b) where the answer is contained within a publication of the Council or in any report or minutes by reference to those documents;
 - c) a written reply;

No Debate or Discussion on Questions

- (24) No debate shall be allowed on questions presented or responses given.
- (25) In exceptional circumstances only, the Mayor or Chair may allow discussion involving other councillors.
- (26) No decision can be made arising from a question other than to refer it to the appropriate Council body by way of a motion which shall be moved, seconded and voted on without discussion.

Circulation of Questions and Responses

- (27) As soon as practicable following receipt of a written question, copies will be circulated to the Member of the Council or Council body to whom the question is to be put and any other relevant councillors.
- (28) Copies of questions received in accordance with Standing Orders and this Protocol and Guidance will be provided to all councillors as appropriate prior to the meeting.
- (29) Copies of responses where available, will be circulated to councillors at the meeting unless this is not possible due to exceptional circumstances.

Record of questions

- (30) The minutes of the meeting shall only record the name of the questioner (or in respect of an organisation, the name of the organisation and the questioner's position within the organisation), the subject matter, and the name of the person replying.
- (31) Copies of written questions and responses made available at a meeting and that are considered in accordance with Standing Orders and this Protocol and Guidance will also be made available subsequently on the Council's website.

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RECORDING, PHOTOGRAPHY AND USE OF SOCIAL MEDIA PROTOCOL AND GUIDANCE

Introduction

Swindon Borough Council is committed to being open and transparent in the way it conducts all its main decision-making meetings which are held in public.

Swindon Borough Council has therefore adopted the following “Standing Order”

12. **RECORDING OF PROCEEDINGS BY THE MEDIA AND RESIDENTS OF THE BOROUGH**

12.- Audio and visual recordings of a meeting of the Council, the Cabinet, Committees and other Council bodies by a resident of the Borough or recognised media organisation shall normally be permitted following receipt of a request by the Mayor or Chair of the meeting and shall be undertaken in accordance with the Protocol included in Part 5 of the Constitution. The Mayor or Chair of the meeting shall advise members that the meeting is being recorded. A request to record a meeting shall only be refused if the Mayor or Chair of the meeting believes recording would disrupt the meeting and following a motion to refuse a recording request being passed by a two-thirds majority of those members present and voting at the meeting.

This means that, subject to agreement by the Mayor or Chair of the relevant Committee and in accordance with this protocol, the Council will permit the taking of photographs and allow audio / visual recording of any of its meetings which are held in public.

The purpose of this protocol is to provide guidance, particularly, for members of the press or public on the taking of photographs and / or the audio / visual recording of any Council meeting which is held in public.

The protocol also refers to the use of “Social Media” at meetings and makes clear that there are no restrictions placed on anyone at the meeting using Twitter, blogs, Facebook or similar “social media” provided that the Mayor or Chair does not consider their actions are disrupting the proceedings of the meeting.

The Local Audit and Accountability Act 2014 enables the Secretary of State to make Regulations to require Local Authorities to permit the recording of their proceedings by any person attending the meeting. Draft Regulations have been issued but have not yet been made.

Limitations

Although there is a general presumption in favour of allowing photography, audio / visual recording and the use of media tools at Council meetings, the Mayor or Chair of the meeting concerned must be satisfied that the actions of those undertaking such activities are not disrupting the proceedings of a meeting and are not inhibiting community involvement in the proceedings.

Audio and Visual Recording - Your Obligations

Any member of the public or of the media wishing to photograph and / or audio or visually record a meeting must agree to the following:

- a) Any photography or audio / visual recording must take place from a fixed position in the meeting room approved by the Chair so as to minimise disruption to the proceedings;
- b) The use of flash photography or additional lighting will only be permitted for a limited period during the meeting at a point in the proceedings agreed in advance with the Mayor or Chair;
- c) If the Mayor or Chair feels that any photography, audio or visual recording is disrupting the meeting in any way or any pre-meeting agreement has been breached then the operator of the equipment will be required to stop;
- d) If during the meeting a motion is passed to exclude the press and public, because confidential or exempt information is likely to be disclosed, then all rights to record the meeting are removed and the operator of the equipment will be required to stop recording and /or photography;
- e) If a meeting is adjourned by the Mayor or Chair then the operator of the equipment should stop any recording or photography at the point at which the meeting is adjourned;
- f) Comply with any request made by the Mayor or Chair regarding respecting the public's right to privacy;
- g) People seated in the public gallery / seating area should not be photographed, filmed or recorded without the consent of the individuals concerned. This also applies to those individuals who may ask a public question, present a petition or make a representation at a Council meeting open to the public and who are seated in a "public seating area";
- h) Use must not be made of an image or recording if consent is refused by an individual;
- i) Photographs, audio, and visual recordings should not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being recorded in a way that may ridicule or show lack of respect.

It should be noted that failure to comply with this Protocol may lead to the refusal of any future requests to photograph or audio or visually record any future Council meetings.

If a request has been received to take photographs or to audio or visually record a particular meeting, notices to this effect may be displayed in the relevant meeting room.

The Chair will also in accordance with the Council's Standing Order 12 make an announcement that the meeting will be photographed and /or recorded or filmed.

The Council may, on occasion, audio record meetings for minuting purposes only. The relevant Chair will make an announcement to this effect and these recordings will not be made available to anyone outside the Council.

Audio and Visual Recording - Your Rights

If as a member of the public you do not wish to be photographed, filmed or recorded please inform the Committee Officer in attendance at the meeting or the Mayor or Chair of the relevant committee when notice that a request to photograph / record has been received is given.

Procedure Prior to the Meeting for those Wishing to Record or Photograph a Meeting

Requests to take photographs or undertake audio or visually record meetings open to the public, either by members of the public or by the media should wherever possible be made to the Committee Officer for the meeting concerned (Contact details available on the Agenda for the meeting and on the Council's Website or by emailing committee services@swindon.gov.uk.) at least two working days before the meeting.

The request should include the following information:

- a) which meeting this request refers to;
- b) the name, organisation (if applicable) and contact details of the person making the request;
- c) what equipment it is intended will be used (e.g. camera/audio recorder/video camera);
- d) what the photographs, or audio / visual recording will be used for and / or where the information is to be published .

Procedure at the Meeting

Equipment must be set up before the meeting starts. The use of flash photography or additional lighting will only be permitted for a limited period during the meeting at a point in the proceedings agreed in advance with the Mayor or Chair. This will be communicated to all relevant parties.

If the Mayor or Chair feels the photography/audio / visual recording is disrupting the proceedings or any pre-meeting agreement has been breached the operator of the equipment will be required to stop.

If use continues the Mayor or Chair will ask the person to leave the meeting. If the person refuses to leave then the Mayor or Chair may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

May 2014

Anyone asked to leave a meeting because they have refused to comply with the Mayor or Chair's requests may be refused permission to photograph, record or film at future Swindon Borough Council meetings that are open to the public.

If during the meeting a motion is passed to exclude the press and public, because confidential or exempt information is likely to be disclosed, then all rights to record the meeting are removed.

If a meeting for which agreement is given to record or photograph is adjourned by the Mayor or Chair then any recording or photography should stop at the point at which the meeting is adjourned.

Social Media

There are no restrictions placed on anyone at the meeting using Twitter, blogs, Facebook or similar "social media" provided that the Mayor or Chair does not consider their actions are disrupting the proceedings of the meeting.

If the Mayor or Chair feels the use of social media is at the time disrupting the proceedings the Councillor, member of the public or media representative may be required to stop.

If use continues the Mayor or Chair will ask the person to leave the meeting. If the person refuses to leave then the Mayor or Chair may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

6th June 2014

SUMMARY OF THE CHANGES MADE TO THE SCHEME OF DELEGATIONS

1. Titular changes made throughout the document to accord with the revised organisational structure agreed at the Special Committee meeting on 24th February 2014.
2. Please note that, in this initial draft of the scheme, the delegation numbers have been retained from the 2013/14 version of the scheme (to aid comparison). Where a post or function has transferred to another directorate, or where delegations have transferred between posts, the number relates to the previous scheme. Newly proposed delegations (see 8 below) have been include in the draft scheme but are not numbered. The scheme will be renumbered sequentially once the draft is approved.
3. Following the deletion of the post of “Head of Public Protection and Streetsmart”, delegations previously made to that post have been allocated to the Director of Public Health (Commissioning) and the Head of Planning and Regulatory Services (Delivery) in accordance with the revised organisational structure agreed at the Special Committee meeting on 24th February 2014.
4. The post of “Head of Housing Services” has been renamed “Head of Housing Management and Community Safety” and the function has transferred from Delivery to Commissioning. All delegations to the former post have transferred to the new post with the exception of Housing Maintenance, which delegation has been retained by the Board Director Service Delivery, to be exercised by the Head of Property Maintenance.
5. The Head of Property Assets will continue to exercise delegated authority in relation to applications for vendor consent and the acquisition or disposal of land but will now report to the newly-established post of “Head of Economy and Skills”.
6. The Administration of the Council’s One Swindon and Community budgets has transferred from the Head of Strategy and Research to the Head of Localities, Community Involvement and Volunteering.
7. At the request of the officers concerned, the following delegations, formerly exercised by the post of “Head of Public Protection and Streetsmart”, will be exercised concurrently, as indicated below;

Nos.	Subject	Officers concurrently exercising the delegated authority
188	Licensing – Skin Piercing	Director of Public Health and Head of Planning

		and Regulatory Services
220 - 222	Refuse Collection: waste on vacant sites, collection of waste notices and abandoned vehicles	Director of Public Health and Head of Streetsmart
235 - 239	Health and Safety: various	Director of Public Health and Head of Business Services Support
273 – 293 and 298	Waste management: various	Director of Public Health and Head of Streetsmart

8. At the request of the Head of Highways and Transport, the following new delegations are presented for members' approval for inclusion in the scheme:

Place orders for Statutory Undertakers where required for highway works	To enter into agreements with statutory undertakers to carry out works to their plant where this work is required under the NRSWA and the Highway Act
Removal of illegal advertising	To remove and service notice in respect of removal of advertising signs on the public highway
Removal of items from the highway Section 149 of the highways Act 1980	To sign and serve notice in respect of the removal of things from the highway which are creating a nuisance

Numbers to Serve on Committees

Council

Date: 6th June 2014

Author:	Director of Law and Democratic Services
Wards:	All
Locality Affected:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 To determine the number of Members to serve on Swindon Borough Council Committees for the Municipal Year 2014/15.

2. Recommendations

The Council is recommended to:

- 2.1 Approve the number of Members to serve on Swindon Borough Council Committees for the Municipal Year 2014/15 as set out in Appendix 1 to the report.

3. Detail

- 3.1 It is a function of Swindon Council's Constitution that the Council determine the number of members to serve on Committees.
- 3.2 Details of the Committees to be appointed by the Council and proposed size of Membership are set out in Appendix 1.
- 3.3 The Council is asked to determine the number of members to serve on Committees for the Municipal Year 2014/15.

4. Alternative Options

- 4.1 No alternative options are proposed.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 There are no financial or procurement implications all cost will be met from existing budgets.

Legal and Human Rights Implications

- 5.2 Legal and Human Rights considerations have been taken fully into account in compiling this report. The Council is required to comply with the requirements of the Local Government Acts 1972 and 2000 and associated Regulations and Statutory Instruments.

Further information on the subject of this report can be obtained from Shaun Banks, Direct Dial 463606, sbanks@swindon.gov.uk.

Numbers to Serve on Committees

Council

Date: 6th June 2014

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

- 5.3 There are no specific implications that relate to staff, sustainability, health, rural, crime and disorder within this report.

Links to One Swindon, Plans and Policies

- 5.4 The delivery of effective, accountable and transparent decision-making by the Council directly links to the delivery of the current Corporate Plan and its related Change Programme”.

Diversity Impact Assessment

- 5.5 A diversity impact assessment has not been completed as this report refers specifically to the appointment to the number of members to serve on Council Committees.

Risk Management

- 5.6 A risk assessment has not been completed as this report refers specifically to the appointment to the number of members to serve on Council Committees.

6. Consultees

- 6.1 The Board Director Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 Swindon Council Constitution

8. Appendices

- 8.1 List of proposed numbers of Members to serve on Committees.

Numbers to Serve on Swindon Borough Council Committees

Committee	Number of Members
Appeals	15
Appointments	15
Audit	7
Licensing	15
Planning	15
Special	9
Scrutiny	13
Education, Health and the Caring Services Overview and Scrutiny Committee	19
Streetsmart and Highways Overview and Scrutiny Committee	19
Economic and Regeneration Overview and Scrutiny Committee	9
Resources Overview and Scrutiny Committee	9
Standards	9

The Health and Well-Being Board is not subject to the 1989 Act requirements to allocate seats to political parties on political balance and is not listed above.

In addition to the nine Members of the Council the Standards Committee can also appoint two Independent Persons under the Localism Act 2011, two co-opted Lay Members and two co-opted Parish Councillor Members, all without voting rights..

The Special Committee usually comprises of the Leader and Deputy Leader of the Council, the Leader and Deputy Leader of the Opposition Group on the Council (Largest Minority Group) and the Leader of the second largest Minority Group on the Council. Deputies to the Special Committee are drawn from the remaining Members of the Cabinet and Shadow Cabinets of the Political Groups on the Council.

Members appointed to serve on any Overview and Scrutiny Committee can serve as a deputy for their political group on, and / or can be appointed to any sub-committee or task group established by any other Overview and Scrutiny body

In addition to the Members of the Council, Overview and Scrutiny Committees dealing with education matters will include up to two Diocesan Board Representatives and two Parent Governor representatives. These additional Members will be entitled to speak and vote only in relation to matters concerning education.

Membership of Overview and Scrutiny Committees may also include non-voting representatives from appropriate partner organisations, to be determined by the Committees.

Allocations of Seats to Political Groups and Appointments to Committees, Other Council Bodies and Outside Bodies

Council

Date: 6th June 2014

Author:	Director of Law and Democratic Services
Wards:	All
Locality Affected:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 Under Section 15 of the Local Government and Housing Act 1989 the Council must review the representation of the different political groups on Committees and other relevant Council bodies at the Annual Council meeting or as soon as practicable after that meeting. The Statutory provisions have been added to by the Local Government (Committees and Political Groups) Regulations 1990, as amended by the Local Government (Committees and Political Groups) (Amendment) Regulations 1991.
- 1.2 To establish the allocation of seats to political groups based on proportionality and to agree arrangements for making the necessary adjustments to proportionality based on appointments to individual Committees in order that it can be applied across Council bodies as a whole for the Municipal Year 2014/15.
- 1.3 To make appointments to Committees, other Council bodies and Outside Bodies for the Municipal Year 2014/15.
- 1.4 To note appointments to Member Project Boards and Cabinet Member Advisory Groups (not decision making).
- 1.5 The Delivery of effective, accountable and transparent decision making by the Council directly links to the delivery of the current Corporate Strategy and to its related Change Programme.

2. Recommendations

The Council is recommended to:

- 2.1 Determine 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 the Act.
- 2.2 Remind Committees, and other relevant Council bodies, where appropriate, of their duty to carry out a review and recommend that having carried out that review they continue to apply the political balance provisions.
- 2.3 Confirm the waiving of Political Balance arrangements on the Standards Committee, Special Committee and South Western Ambulance Service Foundation Trust.

Further information on the subject of this report can be obtained from Shaun Banks, Direct Dial 463606, sbanks@swindon.gov.uk.

Allocations of Seats to Political Groups and Appointments to Committees, Other Council Bodies and Outside Bodies

Council

Date: 6th June 2014

- 2.4 Appoint Councillors to serve on the Council's Committees, other Council bodies and outside bodies for the Municipal Year 2014/15 as listed in Appendices 1 to 3 to the report.
- 2.5 To note the appointments to the Cabinet tabled in the additional papers pack for this meeting.
- 2.6 To approve the proposals set out in paragraph 3.9 of the report.
- 2.7 To note appointments to Member Project Boards and Cabinet Member Advisory Groups (not decision making) as listed in Appendix 4.
- 2.8 Appoint Chairs and Vice-Chairs for the Council's Committees and other Council bodies for the Municipal Year, 2014/15 as listed in Appendix 5.

3. Detail

- 3.1 It is a function of the Council under the provisions of the Local Government and Housing Act to review the allocation of seats to political groups based on proportionality and to agree arrangements for making the necessary adjustments to proportionality based on appointments to individual committees. The requirement is for representation to be proportional on each committee and across relevant committees as a whole.
- 3.2 The political balance on the Council is currently: Conservatives 30, Labour 23 and Liberal Democrats 4.
- 3.3 It is open to the Council or a Committee or other relevant Council body when carrying out a review to adopt some arrangement other than that prescribed by the Act and the Regulations. Notice of such a proposal would have to be given in the Council Summons, and a decision would have to be without any Member voting against the arrangements.
- 3.4 It is recommended that the Council, having carried out a review under Section 15 of the Local Government and Housing Act 1989, should continue to apply the political balance provisions under the Act. In turn the Committees and other relevant Council bodies must carry out a review and the Council is asked to recommend that, having carried out a review, Committees continue to apply the political balance provisions in making appointments to Sub-Committees and other relevant task groups and working parties.
- 3.5 The remainder of this report assumes that the Council will not want an alternative arrangement to the political balance provisions set out in the Act and Regulations, with the exception of Special Committee.
- 3.6 The Act sets out four principles that must be followed. They are:

Further information on the subject of this report can be obtained from Shaun Banks, Direct Dial 463606, sbanks@swindon.gov.uk.

Allocations of Seats to Political Groups and Appointments to Committees, Other Council Bodies and Outside Bodies

Council

Date: 6th June 2014

- 3.6.1 Not all the seats on the Committee may be allocated to the same political group;
 - 3.6.2 The majority of the seats on the Committee must be allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
 - 3.6.3 Subject to paragraphs (3.6.1) and (3.6.2) above, the number of seats on the ordinary committees (relevant bodies) of the Borough Council, which are allocated to each political group, must bear the same proportion to the total of all the seats on the ordinary committees of the Borough Council as is borne by the number of members of that group to the membership of the Borough Council; and
 - 3.6.4 Subject to paragraphs (3.6.1) to (3.6.4) above, the number of the seats on the committee which are allocated to each political group should bear the same proportion to the number of all the seats on that committee as is borne by the number of members of that group to the membership of the Borough Council.
- 3.7 The procedure adopted by the Council in appointing committees will apply equally to committees appointing sub-committees.
- Appointments to Committees and other relevant Bodies –
- 3.8 The Council is recommended to make appointments to the Committees (Appendix 1), and other Council bodies (Appendix 2), Outside Bodies for the Municipal Year 2014/15 (Appendix 3) and note the appointments made to Member Project Groups and Cabinet Advisory Bodies by the relevant Cabinet Member (Appendix 4).
 - 3.9 So far as the Standards Committee is concerned, it is recommended that the number of councillors on that committee be increased so as to facilitate the consideration of any complaints of breaches of the Members Code of Conduct. It is also recommended that the Council continues with 2 Independent Persons and that the current term of office of Paul Morris as an Independent Person be extended for a further 4 years and that Keith Strickland be appointed as an Independent Person for a 4 year term.
 - 3.10 The Leader of the Council will table proposals for a revised Overview and Scrutiny Committee system and the incorporation of the work of the Footpaths and Rights of Way Committee within the remit of the Council's Planning Committee. These changes were considered by the Corporate Governance Review Working Group (Minute 46, 2013/14 refers).
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Further information on the subject of this report can be obtained from Shaun Banks, Direct Dial 463606, sbanks@swindon.gov.uk.

Allocations of Seats to Political Groups and Appointments to Committees, Other Council Bodies and Outside Bodies

Council

Date: 6th June 2014

Appointments of Chairs and Vice-Chairs of Committees –

- 3.11 The Council is recommended to appoint the Chairs and Vice-Chairs for the Committees set out in Appendix 5.

4. Alternative Options

- 4.1 No alternative options are proposed.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 There are no financial or procurement implications.
- 5.2 Certain Committee Chairs receive Special Responsibility Allowances. These Allowances are for the Chair of Scrutiny Committee £4,929, Leader of the Opposition £4,929, Chairs of Overview Committees £3,722, Chair of Planning Committee £6,381, Chair of Licensing Committee £4,253, Chair of Standards Committee £4,253 and Chair of Audit Committee £4,253. The 15 Members of the Licensing Committee receive a Special Responsibility Allowance of £1,063. The “Basic” Allowance for all Councillors in 2014/15 is £7,710. Members of the Standards Committee receive a Special Responsibility Allowance of £1,000.

Legal and Human Rights Implications

- 5.3 Legal and Human Rights considerations have been taken fully into account in compiling this report. The Council is required to comply with the requirements of the Local Government Acts 1972 and 2000 and associated Regulations and Statutory Instruments.

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

- 5.4 There are no specific implications that relate to staff, sustainability, health, rural, crime and disorder within this report.

Links to One Swindon, Plans and Policies

- 5.5 The delivery of effective, accountable and transparent decision-making by the Council directly links to the delivery of the current Corporate Strategy and to its related Change Programme.

Allocations of Seats to Political Groups and Appointments to Committees, Other Council Bodies and Outside Bodies

Council

Date: 6th June 2014

Diversity Impact Assessment

- 5.6 A Diversity Impact Assessment has not been completed for this report. This is because it relates to the allocation of seats to political groups and appointments to committees, with no changes to staffing, budget or service eligibility criteria.

Risk Management

- 5.7 A risk assessment has not been completed as this report refers specifically to the appointment to committees and the allocation of seats to political group.

6. Consultees

- 6.1 The Board Director Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 None

8. Appendices

- 8.1 Appendix 1 - List of Committees
- 8.2 Appendix 2 - List of Other Council Bodies
- 8.3 Appendix 3 - List of Outside Bodies
- 8.4 Appendix 4 - List of Cabinet Members and Member Project Boards and Cabinet Member Advisory Groups
- 8.5 Appendix 5 - Appointments of Chairs and Vice-Chairs of Committee 2014/15.

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Appendix 1

Committees

Committee	Number of Members	Political Balance Ratio
Appeals	15	8:6:1
Appointments	15	8:6:1
Audit	7	4:3:0
Footpaths and Rights of Way	7	4:3:0
Licensing	15	8:6:1
Planning	15	8:6:1
Special	9	5:3:1
Scrutiny	13	7:5:1
Education, Health and the Caring Services Overview and Scrutiny Committee	19	10:8:1
Streetsmart and Highways Overview and Scrutiny Committee	19	10:8:1
Economic and Regeneration Overview and Scrutiny Committee	9	5:3:1
Resources Overview and Scrutiny Committee	9	5:3:1
Health and Well Being Board	3 (1 seat is determined by Statute. 2 additional Councillor seats have been allocated.	N/A
Standards	9 (+2 Independent Persons, 2 co-opted Lay Members and 2 Co-opted Parish Councillor Members, all without voting rights – NB. the Independent Persons are recommended to be appointed to 2018)	N/A (4:4:1)

Other Council Bodies 2014/2015

WILTSHIRE AND SWINDON FIRE AUTHORITY (3 members)

WILTSHIRE & SWINDON POLICE AND CRIME PANEL (4 members)

JOINT STRATEGIC PLANNING WORKING PARTY (7 members)

SOUTH WESTERN AMBULANCE SERVICE FOUNDATION TRUST (2 Members)

BOROUGH/PARISH CONSULTATION MEETING (Cabinet Member)

ONE SWINDON PARTNERSHIP BOARD (4 members - including Leader of the Council, Cabinet Member with portfolio preferred, Leader of the Labour Group and Leader of the Liberal Democrat Group)

JOINT COMMISSIONING BOARD (2 Cabinet Members with Portfolio Responsibilities (specific deputy for each Cabinet Member) + 1 Member from largest minority group)

HEALTH AND WELL-BEING BOARD (3 Councillors)

Education Related Bodies:

CHILDREN'S TRUST BOARD (Cabinet Member + 2 Members)

**STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)
(5 members)**

SWINDON ADMISSIONS FORUM (2 members + deputies)

LEARNING DISABILITY PARTNERSHIP BOARD (1 Member)

Staff Related Bodies:

JOINT SAFETY COMMITTEE (Cabinet Member with Portfolio Responsibility)

COUNCIL JOINT CONSULTATIVE COMMITTEE (11 members)

STAFF JOINT COMMITTEE (11 members)

Appointments to Outside Bodies 2014 / 2015

Archaeological Advisory Body Of the Swindon Development Trust (6 members)
Arts Council England – South West (1 member)
Association of Public Service Excellence (1 member & 1 deputy)
Braeside Management Committee (1 member)
Cotswold Country Park (1 Member)
Crickalde Country Way Partnership (1 member)
Cre8 Studios (2 members)
Forward Swindon Commissioning Board (5 Members)
Governing Body of Swindon College (Cabinet Member) – 4 year term
Great Western Enterprise (2 Members)
Health and Wellbeing Board (3 Members)
Highworth Recreation Centre Management Committee (1 member + 1 deputy)
Joint Archive Board (1 member + 1 deputy)
Joint LEP Overview and Scrutiny Task Group (4 Members)
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])
Local Government Association (4 members)
Local Government Association Rural Commission (2 members)
Local Government Association Urban Commission (2 members)
Local Government Information Unit (1 member and 1 deputy)
Lydiard Park Forum (1 Member – Cabinet Member with Portfolio Responsibility)
North Wessex Downs Area Of Outstanding Natural Beauty Partnership Board (1 member + 1 deputy)
Plas Pencelli Management Committee (5 members)
SEQOL (1 Member)
South West Councils (1 members) (Leader of the Council)
South West Councils Employers Panel (1 members) (Note: Cabinet Member with HR Portfolio Responsibility)
South West Councils Resources Committee (1 members) (Note: Cabinet Member with HR Portfolio Responsibility)
South West Regional Executive Board for Asylum Seekers and Refugees (1 member and the Chief Executive, or a nominated representative)
South Western Ambulance Service Foundation (formerly Great Western Joint Ambulance) (2 Members and Deputies)
Stratton Pupil Referral Unit Management Committee (2 members)
Swindon and Wiltshire Rural Partnership (1 member)
Swindon Adoption Panel (2 members - no deputies)
Swindon Commercial Services Board (1 member)
Swindon Dance Board (2 members)
Swindon Fostering Panel (2 members – no deputies)
Swindon Ocotal Link (5 members including 1 from each minority group)
Swindon Portage (1 member)
Thamesdown Transport Board (Note: the Council nominates 4 members of the Board)
Town Twinning Network (6 members)

Viridor Credits Environmental Company Steering Group (1 Member)
Wessex Reserve Forces and Cadets Association (1 member)
Wiltshire, Swindon and Oxfordshire Canal Partnership (1 Member)
Wiltshire Community Land Trust (Cabinet Member with Portfolio Responsibility preferred)
Wiltshire Historic Buildings Trust (1 Member)
Wiltshire Pension Fund Committee (2 members)

Cabinet Appointments:

Cabinet Members and Portfolios are to be determined by the Leader of the Council and will be tabled at the meeting.

To note the appointment to Member Project Boards and Cabinet Member Advisory Groups by the relevant Cabinet Member

ADVISORY GROUPS AND PROJECT BOARDS

1) Cabinet Member Advisory Groups (Article 7.07)

LEADER'S ADVISORY GROUP (10 Members – usually Cabinet Members)

CORPORATE GOVERNANCE REVIEW WORKING GROUP (6 members - Leader of the Council and Deputy Leader of Council, Cabinet Member with Portfolio Responsibility, Leader of the Opposition, Leader of the Second Minority Group, The Mayor + deputies)

LOCAL DEVELOPMENT PLANS WORKING PARTY (7 members)

LOCAL TRANSPORT PLAN WORKING GROUP (6 members)

LYDIARD PARK ADVISORY FORUM (7 members)

MEMBER DEVELOPMENT ADVISORY GROUP (5 members)

WELFARE ADVISORY GROUP (including benefits monitoring) (4 Members – Cabinet Member for Finance & shadow spokespersons)

HERITAGE BOARD (2 Members)

ART GALLERY PROJECT BOARD (3 Members)

MAJOR PROJECTS BOARD (4 Members)

STEETSCENE AND WASTE MANAGEMENT PROJECT BOARD (1 Member - Usually Cabinet Member)

COMMUNITY SAFETY PARTNERSHIP (1 Member -Usually Cabinet Member)

CORPORATE PARENTING ADVISORY BOARD (5 Members)

EQUALITIES ADVISORY FORUM (4 members – including 1 Cabinet Member)

HOUSING ADVISORY FORUM (8 Members)

TENANT FARMERS FORUM (3 Members)

Appendix 5

Appointments of Chairs and Vice-Chairs of Committees 2014 / 2015

Appeals
Appointments
Audit
Licensing
Planning
Special
Scrutiny
Education, Health and the Caring Services Overview and Scrutiny Committee
Streetsmart and Highways Overview and Scrutiny Committee
Economic and Regeneration Overview and Scrutiny Committee
Resources Overview and Scrutiny Committee
Resources, Partnership and Performance Overview
Standards

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Calendar of Meetings 2014-15

Council

Date: 6 June 2014

Author:	Director of Law and Democratic Services
Wards:	All
Locality Affected:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 At its meeting on 3 April 2014, the Council approved and recommended for confirmation of the Council dates for meetings of the Council, the Cabinet, Committees and other Swindon Borough Council bodies for the Municipal Year 2014/15, attached as Appendix 1.
- 1.2 The Council's Constitution requires the formal confirmation of the dates of Council meetings by Full Council at its Annual Meeting.

2. Recommendations

The Council is recommended to:

- 2.1 Approve the Timetable of Meetings for 2014/15 as set out in Appendix 1.
- 2.2 Authorise the Director of Law and Democratic Services, in consultation with the Leader of the Council, to vary the dates for meetings of the Council, the Cabinet, Committees and Other Swindon Borough Council bodies should this prove necessary for the efficient discharge of Council business.

3. Detail

- 3.1 Proposed dates for meetings of Cabinet, Committees and other bodies are attached at Appendix 1. These were agreed provisionally at the meeting of the Council held on 3 April 2014. Any changes made since this date are indicated in bold on the timetable.
- 3.2 Subject to any constitutional changes agreed at this meeting, the timetable highlights the amendments proposed to the Overview and Scrutiny Committees and the Footpaths and Rights of Way Committee.
- 3.3 Dates are included in this Appendix for the One Swindon Leadership Board, Safeguarding Boards, Wiltshire and Swindon Police and Crime Panel and the Wiltshire Fire Authority for information only, as these meeting dates are arranged separately.
- 3.4 It is also proposed that the Director of Law and Democratic Services, in consultation with the Leader of the Council, should be authorised to vary the meeting dates for meetings of the Council, the Cabinet, Committees and Other Swindon Borough Council bodies as set out in the Appendix, should this prove necessary for the efficient discharge of Council business.

Further information on the subject of this report can be obtained from Vicki May, Direct Dial 463603, vmay2@swindon.gov.uk

4. Alternative Options

- 4.1 No alternative options are proposed.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 There are no financial or procurement implications.

Legal and Human Rights Implications

- 5.2 Legal and Human Rights considerations have been taken fully into account in compiling this report.

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

- 5.3 There are no specific implications that relate to staff, sustainability, health, rural, crime and disorder within this report.

Links to One Swindon, Plans and Policies

- 5.4 The delivery of effective, accountable and transparent decision-making by the Council directly links to the delivery of the Corporate Strategy and its related Change Programme.

Diversity Impact Assessment

- 5.5 A Diversity Impact Assessment has not been completed for this report.

6. Consultees

- 6.1 The Board Director Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 None

8. Appendices

- 8.1 Appendix 1 - Proposed Council Timetable 2014/15

Please note these are not all the meetings attended by Members
- see the Committee Member Information Site Diary for a fuller
set of dates

Swindon Borough Council Calendar of Meetings 2014-2015

Set of dates	Meeting	Cttee Officer	day	time	2014												2015				
					May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June			
Executive & Regulatory	COUNCIL (normally preceded by Group meetings)	SB	Th	19:00		6 (A) (2.30pm)	17		18		6		22	23(B) 26(R)	16	22(A)					
	Cabinet agenda meetings	IW	Th	16:00		12	3	21			20		15	26		2					
	Cabinet briefing meetings (as required)	IW	M	17:00		23	21		8	20		8		2	16	20					
	CABINET (Open Forum at 18:00, Cabinet will start at the end of open forum)	IW	W	18:00		25	23		10	22		10		4	18	22					
	Standards Committee	SJ	M	17:00			21			20			26		2						
	Audit Committee	SJ	Tu	18:00		24			16		4			24		21					
	Planning Committee	IT	Tu	18:00		10	8	12	9	7	11	9	13	10	10	14		9			
	Footpaths & Rights of Way Committee +++	IT	Tu	18:00			15			14			20		17						
	Joint Commissioning Board (Children / Adults)	IT	Tu	13:00		17			16			2			3						
	Appeals / Appointments Committee(s)	SB	-	-		Meetings arranged as required															
Overview & Scrutiny	Licensing Committee / Panel	SB	-	-		Meetings arranged as required															
	Cabinet Panel on School Organisation	IW	-	-		Meetings arranged as required															
	Scrutiny Committee	SJ	M	18:00		30	28	11	8	13,27	17	15	12	2	23	27					
	Health +++	VM	W	18:00		18	16		24		26	21			15						
	-Joint Great Western Ambulance	-	-	-		Meetings arranged as required															
	Children and Young People +++	RGG	W	18:00		11			3		12		14		4						
	Economic, Environmental, and Sustainability +++	SF	W	18:00		16			17		19			25	20						
	Safer & Stronger Communities +++	IT	Th	18:00		26			25		13		29		19						
	Tenants Scrutiny Panel	-	-	-		Meetings arranged as required															
	Other Formal Bodies	Wiltshire & Swindon Police & Crime Panel	-	Var	Var		11			4		19									
Wiltshire Fire Authority		-	Th	10:30		19			25			18									
One Swindon Board (AD - away day)		VM	Var	18:00		10	15(AD)			7		16(AD)	27		24						
Swindon Children's Trust Board		RGG	Th	15:00		19			11			4			12						
Standing Advisory Council on Religious Education (SACRE)		SF	Tu	18:00		17				14		2			10						
Schools Forum		RGG	Tu	16:00			8			7			20		17						
Staff Joint Committee		SJ	Th	14:00			17				27				26						
Council Joint Consultative Committee		SJ	Th	14:00					11					5							
Joint Safety Committee		IT	Tu	13:00		24			2		4			24							
Health & Wellbeing Board (* Chair's Advisory Group meeting)		VM	W	14:00	7	18*	23			10	8*	12	10*	7	11*	11	22*				
Local Safeguarding	Childrens Board (LSCB)	LB	Tu	13:30		10			9			9			10			9			
	Adults Board (LSAB)	LB	Th	14:00	15			21			20										

	Meeting					2014												2015					
		Cttee Officer	day	time	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June					
Localities	West	Lead	M	19:00		9 (TBC)	14		8		10	8	12		9		11						
	East	Lead	W	19:00			7			9			8			23							
	Town Centre	Lead	Th	19:00		12			11		27		15		12								
	South	Lead	W	19:00			9			15			20		25								
	North	Lead	Tu	19:00		24				21				10		28							
	North Central	Lead	Tu	19:00			22		2		25		6		3								
	North East	Lead	W	19:00		9	2			1				11		29							
Advisory	Corporate Parenting Advisory	SB	M	17:00			15*(T)		22			8			2								
	Housing Advisory Forum	SB	W	18:00		11				8			7		11								
	Equalities Advisory Forum	SF	W	12:45		25			24		5			11		15							
	Benefits Monitoring Group	IT	Tu	17:00		24	22		23		18		6		24								
	Residents Parking Advisory Group	-	Var	18:00		19			29			4		5									
	Swindon Commercial Services Cabinet Member Advisory Group	-	Var	17:00		23		19		21		16											
	Member Development Advisory Group	VM													5								
	Town Twinning Network	SF	W	18:00		18			24			3				15							
	Archaeological Advisory Body	RGG	Th	15:00			24				13												
	Groups	Conservative Group Meetings	DC	M	18:00	6,27		1,14	4	1,15	6	3	1	5,19	3,16	2	13	12					
Labour Group Meetings		MB	M	19:00	6,27	2	14	4	1,15	6	3	1	5,19	3,16	2	13	12						
Lib Dem Group Meetings		Cllr SP	-	-	Meetings arranged as required																		
Member Training		VM	Var	Var	23	3,9	3		4					12	9								
Dates		Bank Holidays	-		5,26				25				25,26	1			3,6	4,25					
	Swindon School Holidays	-			26-30		25-31	1-29		23-31		22-31	1-2	16-20	30-31	1-10	25-29						
	Elections	-			22												7						

Key: (M)=Monday, (Tu)=Tuesday, (W)=Wednesday, (Th)=Thursday, (F)=Friday, (B)= budget meeting, (R)=reserve date, (A)=annual council. Contacts: IW=Ian Willcox, SJ=Steve Jones, SB=Shaun Banks, VM=Vicki May, IT=Iain Tucker, SF=Stuart Figini, RGG = Rita Glen-Gallo, DC = Douglas Chanda-Campbell, MB = Matthew Bradley, Cllr SP = Cllr Stan Pajak. Locality Leads: Paula Harrison, Pam Gough / Andrea Barratt, Nazakat Ali, Mark Walker, Andy Reeves, Helena Robinson. Safeguarding: LB= Leslie Boorman. +++
 Subject to any constitutional amendments agreed at this meeting, the Overview and Scrutiny Committee names will change as follows but the dates will remain the same: Health to read as Streetsmart and Highways. Children and Young People to read as Education, Health and the Caring Services. Economic, Environmental and Sustainability to read as Economy and Regeneration. Safer and Stronger Communities to read as Resources. Footpaths and Rights of Way to be removed as a separate Committee.