



SWINDON BOROUGH COUNCIL
Municipal Year 2015/16

Friday, 22 May 2015

**COUNCIL CHAMBER
CIVIC OFFICES
SWINDON**

14 May 2015

Dear Councillor,

Summons to attend Council Meeting

A MEETING of the **Council**, which you are requested to attend, is to be held at the CIVIC OFFICES, SWINDON, on **Friday, 22 May 2015 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 2015/16**
- 3. To elect a qualified person to be Deputy Mayor of the Borough for the Municipal Year 2015/16**
- 4. Return of Councillors Elected (Pages 5 - 8)**
- 5. Communications**
To receive any communications or letters which the Mayor or Chief Executive may have to bring before the Council.

6. **Minutes** (Pages 9 - 12)
To receive the minutes of the previous meeting.
7. **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.
8. **Public Question Time**
See explanatory note below.
9. **Election of Leader of Swindon Borough Council** (Pages 13 - 16)
10. **Adoption of Revisions to Swindon Borough Council's Constitution** (Pages 17 - 28)
11. **Numbers to Serve on Council Committees** (Pages 29 - 30)
12. **Allocation of Seats to Political Groups and Appointments to Committees, Other Bodies and Outside Bodies** (Pages 31 - 44)
13. **Calendar of Meetings 2015/16** (Pages 45 - 48)
14. **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 remains committed to increasing its accountability to the public and to promoting active citizenship. 15 minutes will be allowed at the start of all Council meetings for questions to the Chair from the public about the work of the Committee (except for confidential matters, and matters relating to planning and licensing applications). We will give priority to those who submit questions in writing at least two days before the meeting. Questions must be relevant, clear, and concise. You may not use Public Question Time as an opportunity to make speeches or statements.

Questions in writing should be sent to the Committee Officer whose contact details appear on the agenda above or to the Director of Law and Democratic Services, we will publish it, along with the answer, alongside the Minutes. The process associated with asking a public question is set out in the "Public Question Time at Council Meetings Protocol and Guidance" available on the Council's Website (<http://ww5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sch=doc&cat=13338&path=0>) or from the Committee Officer named above.

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.

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Return of Councillors Elected on Thursday 7th May 2015

Council

Date: 22nd May 2015

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

1. Purpose and Reasons

- 1.1 To report the return of Councillors elected on 7th May 2015.
- 1.2 It is necessary under the provisions of the Council's Constitution (Council Procedure Rules/Standing Orders) for the Council to report the return of Councillors elected at Borough Council elections to the Council's Annual meeting.

2. Recommendations

Council is recommended to:

- 2.1 Note and welcome the return of Councillors elected to Swindon Borough Council on 7th May 2015, as set out in paragraph 3.1 of the report.

3. Detail

- 3.1 The following Councillors were elected to serve on Swindon Borough Council on 7th May 2015:-

WARD	NAME OF COUNCILLOR ELECTED
Blunsdon and Highworth	Alan John Bishop
Central	Julie Wright
Chiseldon and Lawn	Fionuala Mary Foley
Covingham and Dorcan	Dale James Heenan
Eastcott	Paul Andrew Dixon
Gorse Hill and Pinehurst	John Ballman
Haydon Wick	David Charles Renard
Liden, Eldene and Park South	Christopher William John Watts
Lydiard and Freshbrook	Caryl Ann Sydney-Smith
Mannington and Western	Stephanie Gail Exell

Further information on the subject of this report can be obtained from Shaun Banks, Direct Dial 01793 463606, sbanks@swindon.gov.uk.

Return of Councillors Elected on Thursday 7th May 2015

Council

Date: 22nd May 2015

Old Town	Claire Ann Ellis
Penhill and Upper Stratton	Teresa Jessica Page
Priory Vale	Toby Lewis Elliott
Rodbourne Cheney	James Patrick Grant
Shaw	Nicholas David Martin
St. Andrews	Mary Elizabeth Friend
St. Margaret and South Marston	John Christopher Haines
Walcot and Park North	Emma Bushell
Wroughton and Wichelstowe	Catherine Anne Martyn

- 3.2 Out of an electorate of 160,303 the total number of votes cast was 104,838 giving a turnout of 65.4%. This compares to a turnout of 35.5% in 2014 when the Borough Council elections were combined with the European Parliament election.
- 3.3 In terms of those who voted by post as compared to voting in person, 29,833 postal votes were issued of which 23,267 were returned (78%).
- 3.4 In summary, the numbers of votes cast and method of voting was as follows:

<u>Method</u>	<u>Ballots cast</u>	<u>% of Turnout</u>
Polling Station Ballots	81,571	78%
Postal Votes	23,267	22%

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 as expenses relating to the election of Councillors will be met from existing budgets.

Legal and Human Rights Implications

- 5.2 The election took place in accordance with the relevant statutory provisions and Legal and Human Rights considerations have been taken into account in compiling this report.

Further information on the subject of this report can be obtained from Shaun Banks, Direct Dial 01793 463606, sbanks@swindon.gov.uk.

Return of Councillors Elected on Thursday 7th May 2015

Council

Date: 22nd May 2015

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

- 5.3 There are no other implications for consideration.

Diversity Impact Assessment

- 5.4 A Diversity Impact Assessment was not required for the reporting of Councillors elected.

Risk Management

- 5.5 There are no risk management implications arising from 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 Return of Councillors Elected.

8. Appendices

- 8.1 None.

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COUNCIL

THURSDAY, 16 APRIL 2015

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

101. Vote of Thanks

That the Council records its appreciation for the work undertaken by Councillors Roderick Bluh, Mark Dempsey, Neil Heavens and Nicky Sewell following their decision not to stand as candidates in the forthcoming Local Government elections and offers its best wishes for their future endeavours.

102. Section 100 B(4) of the Local Government Act 1972

The Mayor advised the meeting that she intended, in accordance with Section 100 B(4) of the Local Government Act 1972, to take an additional urgent item concerning Joint Commissioning Board Minute 18 (Minute for Confirmation – NHS Act 2006 Section 75 Agreements 2015). The reason for the urgency was to allow Council to make a decision on the extension of the existing contract prior to the expiry of the current contract at the end of April 2015.

With the consent of the Council it was agreed that the additional item would be considered as Agenda Item 6(3) (Minute 108 refers).

103. Apologies for Absence

Apologies for absence were received from Councillors John Ballman, Roderick Bluh, Brian Mattock, Carol Shelley, Steve Wakefield and Keith Williams.

104. Communications

The Chief Executive reported that no communications had been received.

105. Minutes

Resolved – That the minutes of the meeting held on 26th March 2015, be confirmed and signed.

106.

Declarations of Interest

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

Councillor Kevin Parry made a personal and non-prejudicial declaration of interest in respect of Agenda Items No. 6(1) and 6(3) in his capacity as a Governor of Great Western Hospital (Minutes 108(1) and 108(3) refer).

107.

Public Question Time

No public questions were received during the meeting.

108.

Minutes for Confirmation

(1) Councillor David Renard moved and Councillor Fionuala Foley seconded:

“That Minute 42(1) of the Health and Wellbeing Board (Terms of Reference of the Board) be confirmed and adopted.”

The Motion was put to the vote and declared carried.

(2) Councillor Vera Tomlinson moved and Councillor Eric Shaw seconded:

“That Minute 28(1) of the Licensing Committee (Statement of Gambling Principles) be confirmed and adopted.”

The Motion was put to the vote and declared carried.

(3) Councillor Fionuala Foley moved and Councillor David Renard seconded:

“That Minute 18 of the Joint Commissioning Board (Adults and Children) (NHS Section 75 Agreements 2015) be confirmed and adopted.”

The Motion was put to the vote and declared carried.

109.

Motion - Voting Age

Councillor Nicky Sewell moved and Councillor Mark Dempsey seconded:

“Swindon Borough Council notes:

1. That currently 1.5 million 16 and 17 year olds are denied the vote in public elections in the UK.

2. That the campaign to lower the voting age is supported by thousands of young people across the UK and that the Votes at 16 Coalition consists of a wide range of youth and democracy organisations.

This Council believes;

1. 16 and 17 year olds are knowledgeable and passionate about the world in which they live and are as capable of engaging in the democratic system as any other citizen;

2. Lowering the voting age to 16, combined with strong citizenship education, would empower young people to better engage in society and influence decisions that will define their future;

3. People who can consent to medical treatment, work full-time, pay taxes, get married or enter a civil partnership and join the armed forces should also have the right to vote.

This Council resolves:

1. To write to the incoming Prime Minister after the May 2015 election expressing the support of this Council for the lowering of the voting age to 16;

2. To write to the Swindon South and Swindon North MPs after the May 2015 election to encourage them to support the lowering of the voting age to 16;

3. To promote this policy through its communications.”

The Motion was put to the vote and declared lost.

110. Motion - Cash in Transit Parking

Councillor Jim Grant moved and Councillor Garry Perkins seconded:

“This Council notes that:

- Cash-In-Transit drivers are made contractually liable by their employers for fines for parking on double yellow lines.
- Cash-In-Transit driver drivers are operating in a dangerous job where they need to park as close as possible to those institutions they are collecting the money from.
- Other highways authorities include an exemption for Cash-In-Transit vehicles (referred to as “bullion vehicles”) from receiving Fixed Penalty Notices whilst loading or unloading large quantities of money.

Council believes it is unfair for these drivers who are in low paid jobs to be potentially liable for such fines when they are just doing their jobs in a potentially dangerous environment and requests the Cabinet Member for the Economy, Regeneration and Skills to bring a report to Cabinet detailing how the Council could specifically exempt cash-in-transit drivers from Penalty Charge Notices when loading or unloading large quantities of money.”

The Motion was put to the vote and declared carried.

111.

Calendar of Meetings 2015/16

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, 2015/16.

Councillor David Renard moved and Fionuala Foley seconded:

“(1) That, subject to (a) the removal of the Children’s Trust Board and Joint Commissioning Board (Adults and Children), and (b) moving the first meeting of Locality West to a June date, the Timetable of Meetings for the Municipal Year 2015/16, 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.

112.

Minutes of Cabinet and Decisions Delegated to Cabinet Members

The Council considered (a) the minutes of the meetings of the Cabinet held on 4th February and 18th March 2015, and (b) questions to the Cabinet Members regarding their portfolio responsibilities and answers received.

113.

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.

114.

Councillors Question Time

The Director of Law and Democratic Services reported that no Standing Order 15 Questions had been received.

Election of the Leader of Swindon Borough Council

Council

Date: 22nd May 2015

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

1. Purpose and Reasons

- 1.1 To elect a Leader of the Council following the Local Government Elections held on Thursday 7th May 2015.
- 1.2 It is necessary under the provisions of the Council's Constitution (Council Procedure Rules/Standing Orders) for the Council to elect the office of Leader of the Council.
- 1.3 The Council adopted the Leader-Cabinet executive arrangement at its meeting held on 16th December 2010 (Minute 87 2010/11refers). In accordance with this decision these arrangements became effective on the third day following the 2011 local elections, in accordance with Section 33F of the Local Government Act 2000.

2. Recommendations

Council is recommended to:

- 2.1 Elect the Leader of Swindon Borough Council.
- 2.2 To note the appointment of a Deputy Leader and Cabinet Members by the newly elected Leader of the Council.

3. Detail

- 3.1 It is a function of Swindon Council's Constitution that the Council elect a Leader of the Council.
- 3.2 In accordance with Article 7 of the Council's Constitution the Leader will be a Councillor elected to the position of Leader by the Council. The Leader's term of office ends on the day on which the Council holds its first annual meeting after the Leader's normal day of retirement as a Councillor (ie a maximum 4 year term) or until:
 - (a) He/she resigns from the office; or
 - (b) He/she is no longer a Councillor; or
 - (c) He/she is removed from office by resolution of the Council following Notice of Motion having been given in accordance with the Council's procedural rules

Further information on the subject of this report can be obtained from Shaun Banks, Direct Dial 01793 463606, sbanks@swindon.gov.uk.

Election of the Leader of Swindon Borough Council

Council

Date: 22nd May 2015

(Standing Orders). In the event of the Leader being removed from office by resolution of the Council, the new Leader may be appointed at the same or a subsequent meeting

3.3 It is necessary for the Council to elect the Leader of Council at this meeting in accordance with Article 7. Nominations for this position will be tabled at the meeting of the meeting.

3.4 Following the election of a Leader of the Council, a list of those appointed to serve as Deputy Leader and Members of the Cabinet will be tabled. These appointments are made by the Leader of the Council and are tabled for Members' information

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 options.

5.2 The posts of the Leader of the Council and Deputy Leader of the Council receive Special Responsibility Allowances.

5.3 These Allowances are for the Leader of the Council £20,107 and for the Deputy Leader £11,956.

5.4 Members of the Cabinet receive Special Responsibility Allowances. The Allowance for portfolio holders is £10,053.

Legal and Human Rights Implications

5.5 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)

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

Election of the Leader of Swindon Borough Council

Council

Date: 22nd May 2015

Diversity Impact Assessment

- 5.7 A Diversity Impact Assessment has not been completed for this report. This is because it relates to the appointment of the Leader of Swindon Borough Council, with no changes to staffing, budget or service eligibility criteria.

Risk Management

- 5.8 A risk assessment has not been completed as this report refers specifically to the appointment of the Leader of the Council.

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 None.

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Adoption of Revisions to Swindon Borough Council's Constitution 2015/16

Council

Date: 22nd May 2015

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

1. Purpose and Reasons

- 1.1 To consider and adopt revisions to Swindon Borough Council's Constitution for the Municipal Year 2015/16.
- 1.2 It is necessary to review and update the Constitution for 2015/16 to reflect decisions taken by the Council during the 2014/15 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 2015/16 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 including the Health and Wellbeing Strategy.

2. Recommendations

The Council is recommended to:

- 2.1 Adopt the revised Swindon Borough Council Constitution for the Municipal Year 2015/16.
- 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.

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 2015/16

Council

Date: 22nd May 2015

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 2015/16.
- 3.2 A copy of the Constitution showing all the significant revisions to the 2014/15 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 arose during the 2014/15 Municipal Year, new titles and officer responsibilities arising out of revisions to the Council's management structure. A small number of changes to the Council's Standing Orders and elsewhere reflect changes to legislation and Government 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 reflect proposed changes in the Overview and Scrutiny Structure (see paragraphs 3.8 and 3.19 below). To update the paragraph relating to “Citizens’ Rights” to reflect changes resulting from the provisions in the Openness of Local Government Bodies Regulations 2014.
- 3.6 Part 2 – Article – 3 – Citizens and the Council -To revise the Article's paragraph 3.01(b) relating to “Citizens’ Rights - Information” to reflect changes in legislative requirements in respect of the right to record and report on meetings using modern media.
- 3.7 Part 2 - Article – 4 – The Full Council - To revise the Article's paragraph 4.01(a) relating to “Meanings – Policy Framework” to reflect changes in legislative requirements for inclusion of certain plans and policies; and 4.02(i) to reflect legislative changes.
- 3.8 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 political groups on the Council, in respect of changes to the number and titles of

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 2015/16

Council

Date: 22nd May 2015

the Council's Overview and Scrutiny Committees. These are set out in Appendix 1 for the Council's approval.

- 3.9 Part 2 – Article 8 – Regulatory and Other Committees - To revise the Article to take into account changes to committees associated with the adoption of new Terms of Reference for Audit Committee and the Health and Wellbeing Board as previously agreed by Council; and to reflect the new governance arrangements associated with the Swindon and Wiltshire Local Enterprise Partnership and its joint partnership bodies.
- 3.10 Part 2 – Article 10 – Community Involvement - To revise the Article to take into account the establishment of Nythe Parish from April 2015.
- 3.11 Part 2 – Article 12 – The Council's Officers - To revise the Article to take into account the Council's revised management structure and changes to officers' roles and responsibilities agreed by the Special Committee on 15th December 2014.
- 3.12 Part 3 – Responsibility for Functions – To revise Part 3 to reflect the Council's revised management structure and titles and the Scheme of Delegations proposed for 2015/16.
- 3.13 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 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and The Openness of Local Government Bodies Regulations 2014. The associated revision of the Protocol and Guidance on "Recording, Photography and Use of Social Media" Section 9 of Part 5 of the Constitution is referred to paragraph 3.27 below.
- 3.14 Part 4 – Rules and Procedure - Section 1 - Council Procedure Rules (Standing Orders) – The amendment of Standing Order 14 (Voting) – The amendment of the wording of paragraph (3) of this Standing Order to better 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.
- 3.15 Part 4 – Rules and Procedure - Section 1 - Council Procedure Rules (Standing Orders) – The amendment of Standing Order 41 (Disciplinary Action) – The amendment of this Standing Order to reflect the requirements of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 concerning the process and procedure to be adopted by the Council when taking

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Adoption of Revisions to Swindon Borough Council's Constitution 2015/16

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disciplinary action in respect of its head of paid service, chief finance officer and / or monitoring officer.

- 3.16 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 reflect the requirements of The Openness of Local Government Bodies Regulations 2014 and to improve layout and clarity.
- 3.17 Part 4 – Rules and Procedure - Section 3 - Budget and Policy Framework Procedure Rules - Minor revision to wording to (a) reflect changes recommended by the Scrutiny Committee and endorsed by the members of the Corporate Governance Review Working Group to promote the role of the Resources Overview and Scrutiny Committee in the Council's Budget Setting process, and (b) to improve layout and clarity.
- 3.18 Part 4 – Rules and Procedure - Section 4 - Executive (Cabinet) Procedure Rules - Minor revision to wording to incorporate (a) reference to the Council's adopted Consultation Policy 2014-2017, and (b) changes to improve layout and clarity.
- 3.19 Part 4 – Rules and Procedure - Section 5 – Overview and Scrutiny Procedure Rules – Revisions to wording to incorporate changes proposed by the recommendations put forward by the Leader of the Council, in consultation with the political groups on the Council, in respect of changes to the titles and responsibilities of the Council's Overview and Scrutiny Committees. These recommendations being set out in Appendix 1 for the Council's approval.
- 3.20 Part 4 – Rules and Procedure - Section 6 – Financial Procedure Rules (Financial Regulations) – No significant changes are proposed to Financial Regulations - Minor revision to wording to incorporate (a) reference to the latest "Accounts and Audit Regulations 2015" and their provisions, (b) changes resulting from the demise of the Audit Commission, and (c) changes to improve layout and clarity.
- 3.21 Part 4 – Rules and Procedure - Section 7 – Standing Orders Relating to Contracts - No significant changes are proposed to Standing Orders Relating to Contracts. Minor revisions to wording and formatting have been made to improve layout and clarity.
- 3.22 Part 4 – Rules and Procedure - Section 8 – Officer Employment Procedure Rules - The amendment of paragraphs 6 (Disciplinary Action) and 7 (Dismissal of Head of Paid Service, Chief Officers and Deputy Chief Officers) to reflect the requirements of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 concerning the process and procedure to be adopted by the Council when taking disciplinary action in respect of its head of paid service,

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 2015/16

Council

Date: 22nd May 2015

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- chief finance officer and / or monitoring officer. Other minor revisions to wording to improve layout and clarity.
- 3.23 Part 4 – Rules and Procedure - Section 9 – Petitions Scheme - Minor revisions to wording to reflect existing custom and practice and to improve layout and clarity.
- 3.24 Part 5 - Codes and Protocols – Section 1 - Members Code of Conduct – Section 2 – Officers Code of Conduct – Section 3 - Monitoring Officer Protocol – Section 5 – Media Guidelines for Councillors – Section 6 – Protocol for Member Officer Relations – Section 7 – Members Planning Code of Good Practice – Section 10 – Public Question Time at Council Meetings: - These Codes were reviewed and endorsed by the Council's Standards Committee on 3rd February 2015. Some other minor revisions to wording and format to improve layout.
- 3.25 Part 5 - Codes and Protocols – Section 4 – Councillor Role Definitions – These Definitions were reviewed and endorsed by the Council's Standards Committee on 3rd February 2015. Some other minor revisions to wording and format to improve layout.
- 3.26 Part 5 - Codes and Protocols – Section 8 – Local Code of Corporate Governance – This Code was reviewed and endorsed by the Council's Standards Committee on 3rd February 2015. Minor revisions to wording to update for legislative changes and to reflect current Council practice and policies.
- 3.27 Part 5 - Codes and Protocols – Section 9 – Recording, Photography and Use of Social Media Protocol and Guidance – See also paragraph 3.13 above. The revised Protocol and Guidance was endorsed by the Corporate Governance Review Working Group on 8th October 2014. Some other minor revisions to wording and format to improve layout.
- 3.28 Part 6 – Councillors' Allowances Scheme – Wording updated to reflect the changes to levels of Councillors' Basic and Special Responsibility Allowances for 2015/16 approved by the Council on 6th November 2014. Some other minor changes to wording to reflect the Budget allocation for 2015/16, current Council practice, revised contact details and changes to organisation and outside bodies' titles.
- 3.29 Part 7– Management Structure – Revisions to reflect the Council's management structure approved by the Special Committee on 15th December 2014.
- 3.30 Part 8 – Scheme of Delegations and Designations of Proper Officers – Revisions to reflect the revised management structures and responsibilities approved by the Council approved during the 2014/15 Municipal Year. Appendix 2 is attached and sets out a summary of the proposed main additions and changes to be made to the Scheme.
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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.

Adoption of Revisions to Swindon Borough Council's Constitution 2015/16

Council

Date: 22nd May 2015

- 3.31 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 2014/15 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 2015/16 Municipal Year

4. Alternative Options

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

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 completed for this report as it is an annual review of existing content with the inclusion of text that reflects legislative requirements or Council endorsed actions. A Diversity Impact Assessment has previously been undertaken to review the relevance in equality terms of the Constitution and its component parts. It was determined that because of the nature and role of the Constitution a full DIA was not required.

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 2015/16

Council

Date: 22nd May 2015

Should a requirement for a DIA for a component part be identified this will be undertaken at the appropriate stage.

Risk Management

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

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 Council Constitution 2014/15.

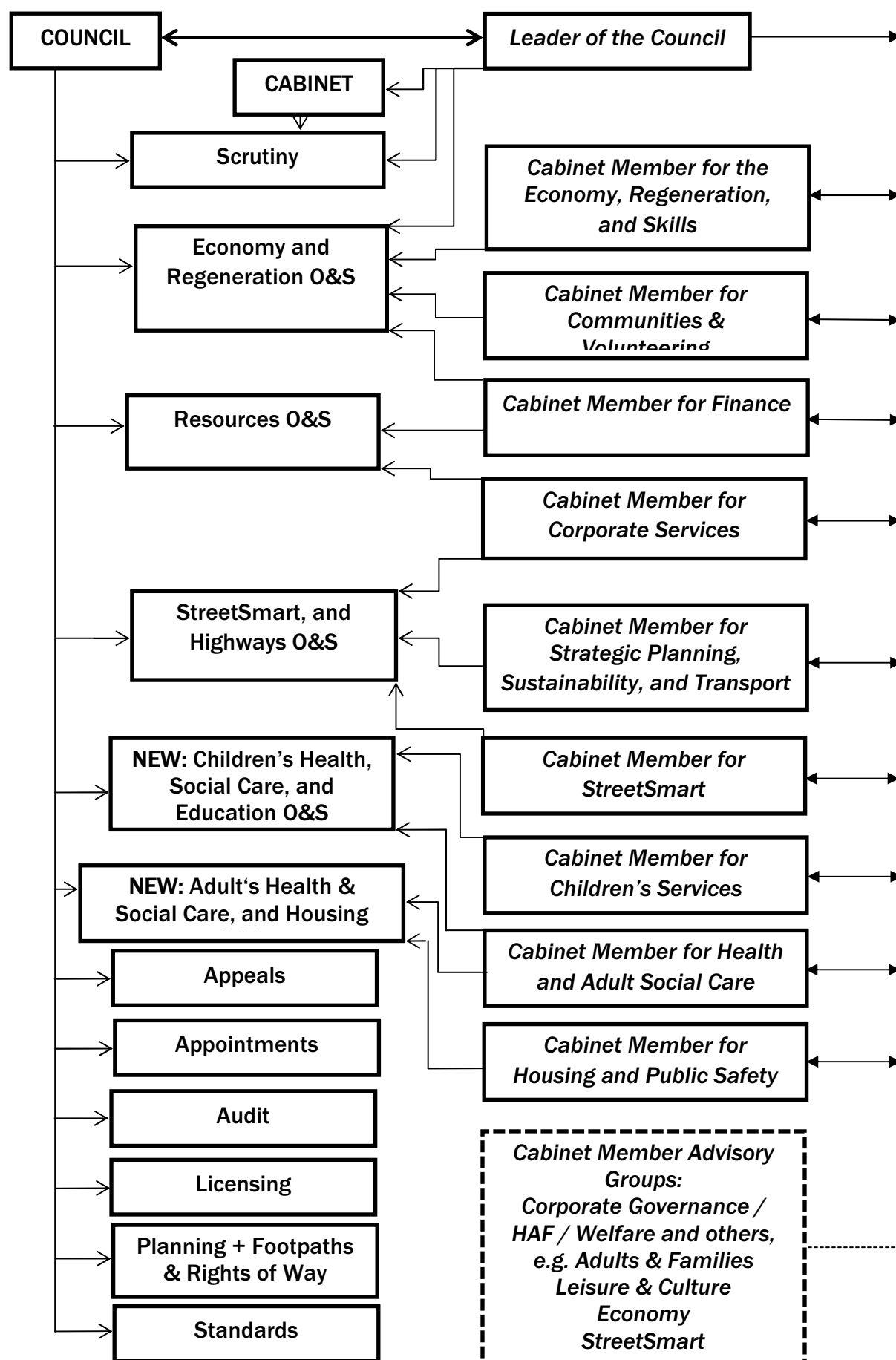
8. Appendices

- 8.1 Appendix 1 – Recommendations for a revised Overview and Scrutiny Committee Structure.
- 8.2 Appendix 2 - Summary of Proposed Changes to the Scheme of Delegations 2015/16.

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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Appendix One



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SUMMARY OF THE CHANGES MADE TO THE SCHEME OF DELEGATIONS

1. Titular changes have been made throughout the document to accord with changes agreed at the Special Committee meetings on 21st October and 15th December 2014.
2. Changes have been made throughout the document in response to changes in legislation (and/or where legislation is no longer applicable or relevant) and case law.
3. The following inter-departmental transfers of responsibility have been made in accordance with changes to the Council's management structures and accountabilities agreed at the Special Committee meetings on 21st October and 15th December 2014:
 - a. Responsibility for Revenues and Benefits, previously under the Board Director Resources, has transferred to the Director of Law and Democratic Services.
 - b. Customer and Business Services (previously "Business Services Support"), transferred from Board Director Service Delivery to Board Director Resources.
4. The Mapping Services function has been transferred from Head of Customer and Business Service (BDR) to Head of Information and Technology (also BDR).
5. The Street Naming and Numbering function has transferred from the Head of Highways and Transport (BDSD) to Customer and Business Services (BDR). *(This team has been part of the Business Support function for some time)*
6. The authority relating to the Council's functions concerning "Right to Buy" has transferred from the Head of Housing Management and Community Safety (BDSD) to the Head of Property Assets (CE).
7. In accordance with the Cabinet decision at its meeting on 18th March 2015 (confirmed at the Council meeting on 26 March 2015), the authority to oversee and implement the operation and enforcement of the Community Infrastructure Levy Charging Schedule, including responsibility for financial management, instalment and surcharge policy and discretionary relief, has been delegated to the Head of Planning, Regulatory Services, Heritage and Libraries.

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Numbers to Serve on Committees

Council

Date: 22nd May 2015

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 2015/16.

2. Recommendations

Council is recommended to:

- 2.1 Approve the number of Members to serve on Swindon Borough Council Committees for the Municipal Year 2015/16 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 2015/16.

4. Alternative Options

- 4.1 No alternative options are propose.

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 01793 463606, sbanks@swindon.gov.uk.

Numbers to Serve on Committees

Council

Date: 22nd May 2015

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.

Diversity Impact Assessment

- 5.4 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

- 5.5 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 (to be tabled).

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

Council

Date: 22nd May 2015

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

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 2015/16.
- 1.3 To make appointments to Committees, other Council bodies and Outside Bodies for the Municipal Year 2015/16.
- 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 Joint Overview Scrutiny Committee(s) (South Western Ambulance Service Foundation Trust).

Further information on the subject of this report can be obtained from Shaun Banks, Direct Dial 01793 463606, sbanks@swindon.gov.uk.

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

Council

Date: 22nd May 2015

- 2.4 Appoint Councillors to serve on the Council's Committees, other Council bodies and outside bodies for the Municipal Year 2015/16 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 of the report.
- 2.8 Appoint Chairs and Vice-Chairs for the Council's Committees and other Council bodies for the Municipal Year, 2015/16 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 32, Labour 23 and Liberal Democrats 2.
- 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, Standards Committee and Joint Overview and Scrutiny Committee(s) (South West Ambulance Service Foundation Trust).

Further information on the subject of this report can be obtained from Shaun Banks, Direct Dial 01793 463606, sbanks@swindon.gov.uk.

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

Council

Date: 22nd May 2015

- 3.6 The Act sets out four principles that must be followed. They are:
- 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 2015/16 (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 following public advertisement the Council appoints Trevor Davies and David Dawson as the 2 Co-opted Lay Members for a 4 year term. The Parish Councils within the Borough will nominate 2 Co-opted Parish Councillor Members (currently Richard Hailstone and Mike Compton).
- 3.10 The Leader of the Council has proposed a revised Overview and Scrutiny Committee structure for 2015/16 and these changes are reflected in this report.
- 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.
-

Further information on the subject of this report can be obtained from Shaun Banks, Direct Dial 01793 463606, sbanks@swindon.gov.uk.

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

Council

Date: 22nd May 2015

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 £5,038, Leader of the Opposition £4,773, Chairs of Overview Committees £3,804, Chair of Planning Committee £6,521, Chair of Licensing Committee £4,347, Chair of Standards Committee £4,347 and Chair of Audit Committee £4,347, Leader of the Minority Group £1,630. The 15 Members of the Licensing Committee receive a Special Responsibility Allowance of £1,086. The "Basic" Allowance for all Councillors in 2014/15 is £7,880. Co-opted/Independent Members of the Standards Committee receive a Special Responsibility Allowance of £1,022.

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.

Diversity Impact Assessment

- 5.5 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

- 5.6 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.

Further information on the subject of this report can be obtained from Shaun Banks, Direct Dial 01793 463606, sbanks@swindon.gov.uk.

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

Council

Date: 22nd May 2015

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 2015/16.

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Appendix 1

Committees

Committee	Number of Members	Political Balance Ratio
Appeals	12	7:5:0
Appointments	11	6:5:0
Audit	8	5:3:0
Licensing	15	8:6:1
Planning	15	8:6:1
Special	11	N/A 6:4:1
Scrutiny	13	7:5:1
Streetsmart and Highways Overview and Scrutiny Committee	13	7:5:1
Adult's Health, Social Care and Housing Overview and Scrutiny Committee	12	7:5:0
Children's Health, Social Care and Education Overview and Scrutiny Committee	12	7:5:0
Economy and Regeneration Overview and Scrutiny Committee	11	6:5:0
Resources Overview and Scrutiny Committee	10	6:4:0
Health and Well Being Board	4 (1 seat is determined by Statute. 3 additional Councillor seats have been allocated.	N/A
Standards	9 (+2 co-opted Lay Members and 2 Co-opted Parish Council Members, all without voting rights – the Lay Members are recommended to be appointed to 2019. The 2 Independent Persons also attend)	N/A (5:3:1)

Other Council Bodies 2015/2016

WILTSHIRE AND SWINDON FIRE AUTHORITY (4 members)

DORSET AND WILTSHIRE FIRE AND RESCUE AUTHORITY (5 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 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)

Education Related Bodies:

**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 (4 Members)

JOINT CONSULTATIVE COMMITTEE (Leader of the Council, Deputy Leader of the Council, Cabinet Member with Portfolio Responsibility, Leader of the Opposition, Deputy Leader of the Opposition, Shadow Cabinet Member with Portfolio Responsibility) (Proposed change - Amalgamated Staff Joint Committee and Council Joint Consultative Committee from 2014/15)

Appointments to Outside Bodies 2015 / 2016

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)
 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
 [Cabinet member for service area] + 1 Deputy [shadow lead member from the
 largest minority group])
 Local Government Association (4 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 (2 Members)
 Rural Services Network (1 Member)
 South West Councils (1 Member) (Leader of the Council)
 South West Councils Employers Panel (1 Member + 1 Deputy) (Note: Cabinet
 Member with HR Portfolio Responsibility)
 South West Councils Resources Committee (1 Member + 1 Deputy) (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)
 SCS 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 – by invite only)
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 AND LOCAL TRANSPORT BOARD ADVISORY 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 2015 / 2016

Appeals
Appointments
Audit
Licensing
Planning
Special
Scrutiny
Adult's Health, Social Care and Housing Overview and Scrutiny Committee
Children's Health, Social Care and Education Overview and Scrutiny Committee
Streetsmart and Highways Overview and Scrutiny Committee
Economy and Regeneration Overview and Scrutiny Committee
Resources Overview and Scrutiny Committee
Standards

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Calendar of Meetings 2015 - 2016

Council

Date: 22 May 2015

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 16 April 2015, the Council approved and recommended for confirmation of the Council proposed dates for meetings of the Council, the Cabinet, Committees and other Swindon Borough Council bodies for the Municipal Year 2015/16.
- 1.2 The Council's Constitution requires the formal confirmation of the final dates of Council meetings for the Municipal Year 2015/16, attached at Appendix 1, by Full Council at its Annual Meeting.

2. Recommendations

The Council is recommended to:

- 2.1 Approve the Timetable of Meetings for 2015/16 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 16 April 2015. 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. The timetable also reflects the proposed amalgamation of the Staff Joint Committee and the Council Joint Consultative Committee to form a Joint Consultative Committee.
- 3.3 Dates are included in this Appendix for the One Swindon 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

Further information on the subject of this report can be obtained from Vicki Yull, 01793 463603, vyull@swindon.gov.uk

Swindon Borough Council bodies as set out in the Appendix, should this prove necessary for the efficient discharge of Council business.

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.

Diversity Impact Assessment

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

Risk Management

- 5.5 There are no risk management implications.

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 2015/16

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 2015-2016

Meeting		day		time	2015								2016					
Cttee	Officer	day	time		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	22 (A) (2.30)		23		24		12		21	25(B) 29(R)		14	20(A) (2.30)	
	Cabinet agenda meetings	IW	Th	16:00	28	25		20		1	19		20(W)	24(W)	31			
	Cabinet briefing meetings (as required)	IW	M	17:00		15	13		7	19		7		8	14	18		
	CABINET (Open Forum at 18:00, Cabinet will start at the end of open forum)	IW	W	18:00		17	15		9	21		9		10	16	20		
	Standards Committee	SJ	M	17:00			6			12			25		14			
	Audit Committee	SJ	Tu	18:00		16			29		17			23		19		
	Planning Committee	IT	Tu	18:00		9	14	11	8	13	10	8	12	9	8	12	3	
	Appeals / Appointments Committee(s)	SB	-	-	Meetings arranged as required													
	Licensing Committee / Panel	SB	-	-	Meetings arranged as required													
	Cabinet Panel on School Organisation	IW	-	-	Meetings arranged as required													
Overview & Scrutiny	Scrutiny Committee	SJ/SF	M	18:00		22	20	10	14	12,26	23	14	11	15	21	25		
	StreetSmart and Highways	VY	W	18:00		10			16		18		13		23			
	Adult's Health, Social Care and Housing	RGG	Th	18:00		18			10			17		3	24			
	Children's Health, Social Care and Education	RGG	W	18:00			22		2			2		11		13		
	Economy and Regeneration	SF	W	18:00			8		23		25		27		9			
	Resources	IT	Th	18:00		11			3		26		14		10			
	-Joint Great Western Ambulance	-	-	-	Meetings arranged as required													
	Tenants Scrutiny Panel	-	-	-	Meetings arranged as required													
	Wiltshire & Swindon Police & Crime Panel	-	Var	Var		18				3			2	21	4	3		
	Wiltshire Fire Authority	-	Th	10:30		11				24			10					
Other Formal Bodies	One Swindon Board (AD - away day)	CB/VY	Var	18:00		23	21(AD)			20		15(AD)	26		22			
	Standing Advisory Council on Religious Education (SACRE)	SF	Tu	18:00		23				20					22			
	Schools Forum	RGG	Tu	16:00			7			6			12		15			
	Joint Consultative Committee	SI	Th	14:00			16			22			14		10			
	Joint Safety Committee	IT	Tu	13:00		23			22		3			2				
	Health & Wellbeing Board (*Chair's Advisory Group meeting)	VY	W	14:00	27	17*	8		2*	21	4*	9		10*	9	13*		
	Local Safeguarding Childrens Board (LSCB)	LB	Tu	13:30		9			8				8					
	Local Safeguarding Adults Board (LSAB)	LB	Th	14:00	21			20			19							
	West	Lead	M	19:00		8	13		28		2		25		14		9	
	East	Lead	Th	17:00			16		10				14		13(W)			
Localities	Town Centre	Lead	Th	19:00														
	South	Lead	Tu	19:00	19				1		24				1			
	North	Lead	Var	19:00	20				17				28			26		
	North East	Lead	W	19:00														

Meeting	Ctee Officer	day	time	2015												2016					
				May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June				
Corporate Parenting Advisory	SB	M	17:00			13		7		30				17(Th)							
Housing Advisory Forum	SB	W	18:00		3				14			20		2							
Equalities Advisory Forum	SF	W	12:45		24			16		25			3		20						
Benefits Monitoring Group	IT	Tu	17:00		2	7		1		24		19		1							
Member Development Advisory Group	VY	-	17:30						15					15							
Town Twinning Network	SF	W	18:00		3			30			16				27						
Heritage Board	-	Tu	10:00		16			22			1			15							
Archaeological Advisory Body	RG	Th	15:00			9				26			11								
Conservative Group Meetings	DC	M	18:00	12(T),18	29	21(T)	3	7,21	19	9	7	18	1,22	7,29(T)	11	10(T),16					
Labour Group Meetings	MB	M	18:00	12(T),18	1	6,21	3	7,21	5,19	9	7	4,18	1,22	7	11	9,16					
Lib Dem Group Meetings	Cllr SP	-	-	Meetings arranged as required																	
Member Training	VY	Var	Var	11,14,27	8,15	9		15	8	5	10	19	8	24							
Bank Holidays	-			4,25			31				25,28	1		25,28		2,30					
Swindon School Holidays	-			25-29		23-31	1-28		22-30		21-31		15-19	29-31	1-8	31					
Elections	-			7												5					

Key: (M)=Monday, (Tu)=Tuesday, (W)=Wednesday, (Th)=Thursday, (F)=Friday, (B)=budget meeting, (R)=reserve date, (A)=annual council. Contacts: MW=Ian Wilcox, SJ=Steve Jones, SB=Shaun Banks, VY=Vicki Yull, IT=Iain Tucker, SF=Stuart Fignini, RG = 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. Partnership: CB=Carmel Burton, Safeguarding: LB= Leslie Boorman, DP=Debbie Parmenter.