



SWINDON BOROUGH COUNCIL
Municipal Year 2016/17

Wednesday, 15 June 2016

**COUNCIL CHAMBER
CIVIC OFFICES
SWINDON**

7 June 2016

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 **Wednesday, 15 June 2016 at 7.00 p.m.**

The business to be transacted will be as follows:-

AGENDA

- 1. Apologies for Absence**
- 2. Communications**
To receive any communications or letters which the Mayor or Chief Executive may have to bring before the Council.
- 3. Minutes** (Pages 5 - 30)
To receive the minutes of the previous meeting.
- 4. 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.

5. Public Question Time

See explanatory note below.

6. Minute for Confirmation (Pages 31 - 42)

To consider a Minute for Confirmation from the Health and Wellbeing Board.

- Minute 70(2) (Health and Wellbeing Board Terms of Reference).

7. Motions

(a) Motion - Parishes

Councillor Jane Milner-Barry will move and Councillor Paul Dixon will second:

“This Council:

- Notes that before the July Full Council Meeting, Council is due to publish draft recommendations of parish boundaries as part of the Community Governance Review process.
- Recognises that the majority of councillors elected in the Borough’s recent local elections from wards with non-parished areas, stood on a platform to hold a poll on whether Council should agree to parish the current non-parished areas of the borough.
- Asks Cabinet to conduct a poll of electors in the non-parished areas of the Borough before draft recommendations are published as part of Stage 3 of the Community Governance Review. Such a poll would ask residents if non-parished areas should be parished or not.
- Believes such a poll would be very helpful in the Council determining whether draft recommendations from the Community Governance Review should include the parishing of non-parished areas
- Requests the Director of Law and Democratic Services consult with political group leaders as to the precise wording of the poll’s question.”

(b) Motion - Lydiard

Councillor Matthew Courtliff will move and Councillor Jim Robbins will second:

“This Council:

- Notes the concerns raised by residents regarding the Council’s proposal to transfer Lydiard Park and House to an external operator, as expressed during the recent local election results in the Lydiard & Freshbrook Ward.
- Recognises the need for the Council to listen to the concerns of residents regarding council policy proposals.

- Asks Cabinet to take in to account the concerns of local residents by excluding any private companies from being able to take over the running of Lydiard Park and House, to ensure Lydiard is not run for profit.”

8. 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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COUNCIL

FRIDAY, 20 MAY 2016

PRESENT:- The Worshipful The Mayor in the Chair; Councillors Junab Ali, Steve Allsopp, Abdul Amin, John Ballman, Ray Ballman, Alan Bishop, Emma Bushell, Matthew Courtliff, Wayne Crabbe, Malcolm Davies, Mark Dempsey, Paul Dixon, Oliver Donachie, Toby Elliott, Claire Ellis, Steph Exell, Emma Faramarzi, Fionuala Foley, Brian Ford, Mary Friend, Jim Grant, John Haines, Dale Heenan, Russell Holland, Fay Howard, Mary Martin, Nick Martin, Cathy Martyn, Gemma McCracken, Jane Milner-Barry, Des Moffatt, Derique Montaut, Teresa Page, Stan Pajak, Barbara Parry, Kevin Parry, Maureen Penny, Garry Perkins, David Renard, James Robbins, Carol Shelley, Kevin Small, Gary Sumner, Timothy Swinyard, Caryl Sydney-Smith, Vera Tomlinson, Joe Tray, Chris Watts, Nadine Watts, Peter Watts, Steve Weisinger, Keith Williams, Julie Wright and Robert Wright.

1. Mayor's Announcements

(1) The Mayor welcomed the Lord Lieutenant of Wiltshire, the Under Sheriff of Wiltshire, the Wiltshire Police and Crime Commissioner Freeman and other distinguished guests to the meeting.

(2) The Mayor welcomed back all those Councillors re-elected in the Elections held on 7th May 2015, and welcomed Councillors Matthew Courtliff, Mark Dempsey, Malcolm Davies, Jane Milner-Barry, Barbara Parry and Gary Sumner who were either newly elected or had returned after a period of absence.

2. Apologies for Absence

Apologies for absence were received from Councillors Colin Lovell and David Wood.

3. To elect a qualified person to be Mayor of the Borough for the Municipal Year 2016/17

The Mayor (Former Councillor Andrew Bennett) called upon the Councillors to elect a qualified person to be Mayor of the Borough for the Municipal Year, 2016/17.

Councillor Fionuala Foley moved and Councillor Brian Ford seconded and the Council unanimously agreed that Councillor Eric Shaw be Mayor of the Borough for the ensuing Municipal Year. Councillors David Renard, Jim Grant and Stan Pajak offered their support and congratulations to the Mayor, on behalf of their political groups, and Councillor Derique Montaut offered his congratulations.

Councillor Eric Shaw made and signed the Declaration of Acceptance of Office.

(The Worshipful the Mayor (Councillor Eric Shaw) in the Chair.)

The Mayor thanked the Council for his election to the post of Mayor of the Borough.

Councillor Alan Bishop moved and Councillor David Renard seconded and the Council agreed that Former Councillor Andrew Bennett be thanked for his year of service as Mayor of the Borough. (Councillors Jim Grant and Stan Pajak thanked the retiring Mayor.)

Former Councillor Andrew Bennett thanked Members and Officers for their support over the preceding year in assisting him with carrying out his duties and informed Members of the highlights of his Mayoral Year and charities he had supported.

4. To elect a qualified person to be Deputy Mayor of the Borough for the Municipal Year 2016/17

The Mayor called upon the Councillors to elect a qualified person to be Deputy Mayor of the Borough for the Municipal Year, 2016/17.

Councillor Steve Weisinger moved and Councillor Alan Bishop seconded and the Council agreed that Councillor Maureen Penny be Deputy Mayor of the Borough for the ensuing Municipal Year.

Councillors David Renard and Stan Pajak offered their congratulations to the Deputy Mayor on behalf of their political groups.

The Deputy Mayor (Councillor Maureen Penny) thanked the Council for her election to the post of Deputy Mayor of the Borough.

5. Return of Councillors Elected

The Director of Law and Democratic Services reported the return of Councillors elected on 5th May 2016, to fill vacancies occasioned by the retirement of Councillors under the provisions of the Local Government Act 1972 namely:-

WARD	NAME OF COUNCILLOR ELECTED
Blunsdon and Highworth	Maureen Rita Penny
Central	Robert Stanley Wright
Covingham and Dorcan	Barbara Samantha Parry
Eastcott	Stanley James Pajak
Gorse Hill and Pinehurst	Ericqua Raymone Ballman
Haydon Wick	Oliver Donachie
Liden, Eldene and Park	Fay Howard
South	
Lydiard and Freshbrook	Matthew Eric Courtliff
Mannington and Western	Kevin David Small
Old Town	Jane Elizabeth Ballard (known as Jane Milner-Barry)
Penhill and Upper Stratton	Mark Edward Dempsey

Priory Vale	Malcolm Stephen Davies
Ridgeway	Gary Sumner
Rodbourne Cheney	Des Moffatt
Shaw	Keith Robert Williams
St. Andrews	Vera Margaret Rose Tomlinson
St. Margaret and South Marston	Russell Stephen Holland
Walcot and Park North	Stephen Raymond Allsopp
Wroughton and Wichelstowe	Brian John Ford

Councillor David Renard moved and Councillor Brian Mattock seconded:

“That the return of Councillors be noted and that those Councillors who have retired from the Council be thanked for their service.”

The Motion was put to the vote and declared carried.

6. Communications

The Chief Executive reported that correspondence had been received from the Right Honourable Alistair Burt, M.P., Minister of State for Community and Social Care responding to a Motion at Council on Care Costs (Minute 78 2015/16 refers).

7. Minutes

Resolved – That, subject to Councillor Richard Hurley being replaced by Councillor Russell Holland as the mover of the Motion set out in Minute 87, the minutes of the meeting held on 14th April 2016, be confirmed and signed.

8. Declarations of Interest

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.

9. Public Question Time

There were no public questions.

10. Adoption of Revisions to Swindon Borough Council's Constitution

Councillor David Renard moved and Councillor Russell Holland seconded:

“(1) That, subject to the amended Public Question Time Protocol tabled at the meeting, the revised Swindon Council’s Constitution for the Municipal Year 2016/17 be adopted.

(2) That the Director of Law and Democratic Services be authorised, in consultation with the members of the Corporate Governance Review Working Party

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.”

The Motion was put to the vote and declared carried.

11. Numbers to Serve on Committees

Councillor David Renard moved and Councillor Russell Holland seconded:

“That the number of Members to serve on Swindon Borough Council’s Committees for the Municipal Year 2016/17, be as follows:

Appeals Committee – 25 Members
Appointments Committee – 25 Members
Audit Committee – 7 Members
Licensing Committee – 15 Members
Planning Committee – 13 Members
Special Committee – 11 Members
Scrutiny Committee – 13 Members
Streetsmart, Highways and Communities Overview and Scrutiny Committee – 17 Members
Adults’ Health, Adults’ Social Care and Housing Overview and Scrutiny Committee – 9 Members
Children’s Health, Social Care and Education Overview and Scrutiny Committee – 9 Members
Growing the Economy Overview and Scrutiny Committee – 9 Members
Resources Overview and Scrutiny Committee – 9 Members
Health and Wellbeing Board – 4 Members
Standards Committee – 9 Members.”

The Motion was put to the vote and declared carried.

12. Allocation of Seats to Political Groups and Appointments to Committees, Other Bodies and Outside Bodies

Councillor David Renard moved and Councillor Russell Holland seconded:

“(1) That, having carried out a review under Section 15 of the Local Government and Housing Act 1989, the Council continues to apply the political balance provisions under the Act.

(2) That Committees and other relevant Council Bodies be reminded of their duty to carry out a review under Section 15 of the Local Government Housing Act 1989, as appropriate, and recommends that having carried out that review they continue to apply the political balance provisions.

(3) That the Council’s waiving of the political balance arrangements on the Appeals Committee, Planning Committee, Standards Committee, Special Committee be confirmed.

(4) That Councillors be appointed to serve on the Council’s Committees for the Municipal Year 2016/17, as set out in Appendix 1 to the Minutes.

(5) That the appointments to the Cabinet, the nominations of Councillors serving on Cabinet Project Boards and Cabinet Advisory Bodies for the Municipal Year 2016/17, as set out in Appendix 1 to the Minutes, be noted.

(6) That the arrangements relating to the Council's Standards Committee, as set out in Paragraph 3.10 of the report of the Director of Law and Democratic Services, be approved.

(7) That Chairs and Vice-Chairs be appointed to the Council's Committees for the Municipal Year 2016/17, as set out in the Appendix 1 to the Minutes, and where no appointment to Vice-Chair positions have been made, that these be determined at the first meeting of the relevant Committees.

(8) That representatives be appointed to serve on Other and Outside Bodies for the Municipal Year 2016/17, be as set out in Appendix 1 to the Minutes."

The Motion was put to the vote and declared carried.

13. Calendar of Meetings 2016/17

Councillor David Renard moved and Councillor Russell Holland seconded:

"(1) That the Timetable of Meetings for the Municipal Year 2016/17, as tabled at the meeting, be approved.

(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.

14. Councillors Question Time

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

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Committees

EXECUTIVE AND REGULATORY COMMITTEES:

APPEALS COMMITTEE

Conservative	Labour	Liberal Democrats
Alan Bishop	Junab Ali	Dave Wood
Wayne Crabbe	Abdul Amin	
Malcolm Davies	John Ballman	
Mary Friend	Stephanie Exell	
John Haines	Jane Milner-Barry	
Colin Lovell	Derique Montaut	
Gemma McCracken	Teresa Page	
Nick Martin	Carol Shelley	
Cathy Martyn	Joe Tray	
Kevin Parry	Nadine Watts	
Maureen Penny	Peter Watts	
Vera Tomlinson		
Steve Weisinger		

Deputies

Rest of Group

APPOINTMENTS COMMITTEE

Conservative	Labour	Liberal Democrats
Oliver Donachie	Junab Ali	Stan Pajak
Toby Elliott	Steve Allsopp	
Emma Faramarzi	Ray Ballman	
Fionuala Foley	Jim Grant	
Brian Ford	Fay Howard	
Dale Heenan	Des Moffatt	
Russell Holland	Derique Montaut	
Mary Martin	Jim Robbins	
Barbara Parry	Carol Shelley	
Garry Perkins	Kevin Small	
David Renard	Chris Watts	
Gary Sumner		
Keith Williams		

AUDIT COMMITTEE

Conservative	Labour	Liberal Democrats
Malcolm Davies	Des Moffatt	
Mary Friend	Kevin Small	
Nick Martin	Chris Watts	
Steve Weisinger		

LICENSING COMMITTEE

Conservative	Labour	Liberal Democrats
Alan Bishop	Junab Ali	
Malcolm Davies	Abdul Amin	
John Haines	Paul Dixon	
Nick Martin	Derique Montaut	
Cathy Martyn	Carol Shelley	
Maureen Penny	Nadine Watts	
Caryl Sydney-Smith	Peter Watts	
Vera Tomlinson		

PLANNING COMMITTEE

Conservative	Labour	Liberal Democrats
Alan Bishop	John Ballman	Stan Pajak
Nick Martin	Stephanie Exell	
Cathy Martyn	Derique Montaut	
Kevin Parry	Jim Robbins	
Gary Sumner	Peter Watts	
Tim Swinyard		
Vera Tomlinson		

SPECIAL COMMITTEE (11 members) (Local Convention is that all parties are represented)

Conservative (6)	Labour (4)	Liberal Democrats (1)
Fionuala Foley	Junab Ali	Stan Pajak
Brian Ford	Jim Grant	
Russell Holland	Des Moffatt	
Mary Martin	Kevin Small	
Garry Perkins		
David Renard		

Deputies:

Rest of Cabinet

STANDARDS COMMITTEE

Conservative	Labour	Liberal Democrats
Colin Lovell	Fay Howard	Dave Wood
Kevin Parry	Teresa Page	
Gary Sumner	Joe Tray	
Vera Tomlinson		
Steve Weisinger		

Deputies:

Cathy Martyn

Caryl Sydney-Smith

Independent Persons

Mr. Paul Morris (4 year Term expires 2019/20)

Mr. Keith Strickland (4 year Term expires 2019/20)

Co-opted Lay Members of the Standards Committee

Mr. Trevor Davies (4 Year Term expires 2018/19)

Mr. David Dawson (4 Year Term expires 2018/19)

Co-opted Parish Councillor Members of the Standards Committee

Mr Richard Hailstone

Mr Mike Compton

SCRUTINY AND OVERVIEW COMMITTEES:

Any member appointed to serve on an Overview and Scrutiny body can serve as a deputy for their political group on, and/or can be appointed to any task group established by, any other Overview and Scrutiny Body.

SCRUTINY COMMITTEE

Conservative	Labour	Liberal Democrats
Claire Ellis	Emma Bushell	
Emma Faramarzi	Mark Dempsey	
John Haines	Des Moffatt	
Cathy Martyn	Jim Robbins	
Gemma McCracken	Chris Watts	
Kevin Parry	Bob Wright	
Vera Tomlinson		

Averies Task Group of the Scrutiny Committee (5 Members)

Conservative	Labour	Liberal Democrats
John Haines	Des Moffatt	
Kevin Parry	Bob Wright	
Steve Weisinger		

STREETSMART, HIGHWAYS AND COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE (17 members)

Conservative	Labour	Liberal Democrats
Alan Bishop	John Ballman	Dave Wood
Wayne Crabbe	Matthew Courtliff	
Mary Friend	Paul Dixon	
Colin Lovell	Jane Milner-Barry	
Nick Martin	Chris Watts	
Kevin Parry	Peter Watts	
Tim Swinyard	Julie Wright	
Vera Tomlinson		
Steve Weisinger		

ADULTS' HEALTH, ADULTS' CARE AND HOUSING OVERVIEW AND SCRUTINY COMMITTEE

Conservative	Labour	Liberal Democrats
Alan Bishop	Steve Allsopp	
Claire Ellis	Stephanie Exell	
Mary Friend	Bob Wright	
Caryl Sydney-Smith	Julie Wright	
Steve Weisinger		

Dementia Task Group of the Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee (Additional Membership to be determined by the Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee)

Conservative	Labour	Liberal Democrats
Alan Bishop	Bob Wright	
Caryl Sydney-Smith	Julie Wright	

CHILDREN'S HEALTH, SOCIAL CARE AND EDUCATION OVERVIEW AND SCRUTINY COMMITTEE

Conservative	Labour	Liberal Democrats
Malcolm Davies	Fay Howard	
Colin Lovell	Teresa Page	
Gemma McCracken	Carol Shelley	
Barbara Parry	Nadine Watts	
Gary Sumner		

GROWING THE ECONOMY OVERVIEW AND SCRUTINY COMMITTEE

Conservative	Labour	Liberal Democrats
Wayne Crabbe	Emma Bushell	
Malcolm Davies	Mark Dempsey	
Cathy Martyn	Des Moffatt	
Gary Sumner	Carol Shelley	
Steve Weisinger		

RESOURCES AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

Conservative	Labour	Liberal Democrats
Emma Faramarzi	Steve Allsopp	
Nick Martin	Des Moffatt	
Maureen Penny	Chris Watts	
Tim Swinyard	Bob Wright	
Caryl Sydney-Smith		

OTHER COUNCIL BODIES:

Where it is applicable, all members of a political group on the Council can serve as deputies for another member of their group on any relevant Council Bodies, including Consultative Bodies, Task Groups and Working Parties, as listed and where this is permissible under the relevant bodies Constitution or Terms of Reference.

BOROUGH/PARISH CONSULTATION MEETING

Conservative	Labour	Liberal Democrats
Mary Martin		

DORSET AND WILTSHIRE FIRE AUTHORITY

Conservative	Labour	Liberal Democrats
John Haines	Abdul Amin	
Nick Martin	Joe Tray	
Garry Perkins		

JOINT STRATEGIC PLANNING WORKING PARTY

Conservative	Labour	Liberal Democrats
Alan Bishop	Des Moffatt	
Toby Elliott	Jim Robbins	
Nick Martin	Kevin Small	
Cathy Martyn		

LOCAL SAFEGUARDING ADULTS BOARD

Conservative	Labour	Liberal Democrats
Oliver Donachie	Ray Ballman	
Brian Ford		

LOCAL SAFEGUARDING CHILDREN'S BOARD

Conservative	Labour	Liberal Democrats
Fionuala Foley		

ONE SWINDON PARTNERSHIP BOARD

Conservative	Labour	Liberal Democrats
Russell Holland	Jim Grant	Stan Pajak
Mary Martin		
David Renard		

Deputies

All Cabinet members

WILTSHIRE & SWINDON POLICE AND CRIME PANEL

Conservative	Labour	Liberal Democrats
Alan Bishop	Junab Ali	
Caryl Sydney-Smith	Abdul Amin	

Deputy:

Maureen Penny

EDUCATION RELATED BODIES:

LEARNING DISABILITY PARTNERSHIP

Conservative	Labour	Liberal Democrats
	Ray Ballman	

STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)

Conservative	Labour	Liberal Democrats
Fionuala Foley	Fay Howard	
Gemma McCracken	Teresa Page	
Barbara Parry		

SWINDON ADMISSIONS FORUM

Conservative	Labour	Liberal Democrats
Fionuala Foley	Carol Shelley	

Deputies:

Malcolm Davies

Gemma McCracken

EMPLOYER / EMPLOYEE CONSULTATIVE BODIES:

STAFF JOINT COMMITTEE

(+ Unison, GMB and Teachers Unions representatives)

Conservative	Labour	Liberal Democrats
Brian Ford	Jim Grant	
Russell Holland	Kevin Small	
David Renard		

Deputies:

All Cabinet Members

All Shadow Cabinet Members

JOINT SAFETY COMMITTEE

(+ Union Representatives)

Conservative	Labour	Liberal Democrats
Steve Weisinger	Matthew Courtliff	
Keith Williams	Bob Wright	

Deputies:

All Cabinet Members

Appointments to Other Bodies 2016 / 2017:

Archaeological Advisory Body Of the Swindon Development Trust

Conservative	Labour	Liberal Democrats
Alan Bishop	Peter Watts	
Mary Friend		
Maureen Penny		
Gary Sumner		
Tim Swinyard		

Arts Council England South West

Conservative	Labour	Liberal Democrats
Garry Perkins (3 Year Appointment) (expires 2018/19)		

Association of Public Service Excellence

Conservative	Labour	Liberal Democrats
Keith Williams		

Deputy:

David Renard

Braeside Management Committee

Conservative	Labour	Liberal Democrats
Alan Bishop		

Common Farm Solar CIC DIRECTORS

Conservative	Labour	Liberal Democrats
Brian Ford	Jim Robbins	
Dale Heenan		

Deputy:

David Renard

Cotswold Country Water Park

Conservative	Labour	Liberal Democrats
Dale Heenan		

Deputy:

Alan Bishop

Cricklade Country Way Partnership

Conservative	Labour	Liberal Democrats
Alan Bishop		

Cricklade Country Way Partnership

Conservative	Labour	Liberal Democrats
Oliver Donachie		

Forward Swindon Ltd Commissioning Board

Conservative	Labour	Liberal Democrats
Oliver Donachie	Mark Dempsey	
Toby Elliott	Des Moffatt	
Garry Perkins		

Governing Body of Swindon College

Conservative	Labour	Liberal Democrats
Garry Perkins (On-going 4 Year Term) (expires 2019/20)		

Great Western Enterprise (+ 1 officer)

Conservative	Labour	Liberal Democrats
Garry Perkins		

Health and Wellbeing Board

Conservative	Labour	Liberal Democrats
Fionuala Foley	Ray Ballman	
Brian Ford		

David Renard - Chair**Highworth Recreation Centre Management Committee**

Conservative	Labour	Liberal Democrats
Mary Martin	Jim Robbins	
Maureen Penny		

Deputy:**Alan Bishop****Joint Archive Board**

Conservative	Labour	Liberal Democrats
Mary Martin		

Deputy: Rest of Cabinet**Joint LEP Overview and Scrutiny Task Group**

Conservative	Labour	Liberal Democrats
Cathy Martyn	Des Moffatt	
Steve Weisinger	Chris Watts	

Deputy: Rest of Committee**Joint Committee of the National Parking Adjudication Service**

Conservative	Labour	Liberal Democrats
Garry Perkins		

Local Government Association

Conservative	Labour	Liberal Democrats
Fionuala Foley	Jim Grant	
Russell Holland		
David Renard		

Local Government Information Unit

Conservative	Labour	Liberal Democrats
Russell Holland		

Deputy:**David Renard****Lydiard Park Forum**

Conservative	Labour	Liberal Democrats
Garry Perkins		

North Wessex Downs Area of Outstanding Natural Beauty Partnership Board

Conservative	Labour	Liberal Democrats
Gary Sumner		

Deputy:**Wayne Crabbe****Plas Pencelli Management Committee**

Conservative	Labour	Liberal Democrats
Claire Ellis	Carol Shelley	
Fionuala Foley	Kevin Small	
Nick Martin		
David Renard		

Public Power Solutions Board

Conservative	Labour	Liberal Democrats
Oliver Donachie	Peter Watts	
Mary Martin		

SEQOL

Conservative	Labour	Liberal Democrats
Maureen Penny	Jim Grant	

South West Councils

Conservative	Labour	Liberal Democrats
David Renard		

Deputies:**Rest of Cabinet****South West Councils' Employers Panel**

Conservative	Labour	Liberal Democrats
Russell Holland		

Deputies:**Rest of Cabinet****South West Councils' Resources and Management Committee**

Conservative	Labour	Liberal Democrats
Russell Holland		

Deputy:**Rest of Cabinet**

South West Regional Executive Board for Asylum Seekers and Refugees

Conservative	Labour	Liberal Democrats
Garry Perkins		

South Western Ambulance Service Foundation

Conservative	Labour	Liberal Democrats
Claire Ellis		
Caryl Sydney-Smith		

Stratton Pupil Referral Unit Management Committee

Conservative	Labour	Liberal Democrats
Colin Lovell	Jim Robbins	

Swindon and Wiltshire Local Transport Body (LEP)

Conservative	Labour	Liberal Democrats
Toby Elliott		
Dale Heenan		

Deputies:

Rest of Cabinet

Swindon Adoption Panel

Conservative	Labour	Liberal Democrats
Fionuala Foley	Carol Shelley	

Swindon Museum and Art Gallery Trust Board (1 Member)

Conservative	Labour	Liberal Democrats
Mr Brian Mattock		

Swindon / Ocotal Link

Conservative	Labour	Liberal Democrats
Oliver Donachie	Derique Montaut	
Colin Lovell		
Caryl Sydney-Smith		

Swindon Portage

Conservative	Labour	Liberal Democrats
Fionuala Foley		

Thamesdown Transport LTD Board

Conservative	Labour	Liberal Democrats
Mr Mike Bawden	Steve Allsopp	
Nick Martin (until 2017)		
Colin Lovell (until 2018)		

Town Twining Network

Conservative	Labour	Liberal Democrats
Oliver Donachie	Junab Ali	
Claire Ellis	Derique Montaut	
Caryl Sydney-Smith	Kevin Small	

Deputies: Rest of Groups

Viridor Credits Environmental Company Steering Group (By invitation only)**Wessex Reserve Forces and Cadets Association**

Conservative	Labour	Liberal Democrats
John Haines		

Wiltshire, Swndon and Oxfordshire Canal Partnership

Conservative	Labour	Liberal Democrats
Wayne Crabbe		

Wiltshire Community Land Trust

Conservative	Labour	Liberal Democrats
Toby Elliott		

Wiltshire Historic Buildings Trust

Conservative	Labour	Liberal Democrats
Garry Perkins		

Deputies: Rest of Cabinet

Wiltshire Pension Fund Committee (Members)

Conservative	Labour	Liberal Democrats
Steve Weisinger	Steve Allsopp	

Deputy:

Tim Swinyard

ADVISORY GROUPS AND PROJECT BOARDS:

1) Cabinet Member Advisory Groups (Article 7.07)

LEADERS ADVISORY GROUP (Cabinet Members)

All Cabinet Members

CORPORATE GOVERNANCE REVIEW WORKING

**Oliver Donachie
Jim Grant
Russell Holland
Stan Pajak
David Renard
Eric Shaw**

Deputies: Rest of Cabinet

LOCAL DEVELOPMENT PLANS WORKING PARTY

**Toby Elliott
Nick Martin
Cathy Martyn
Des Moffatt
Kevin Parry
Jim Robbins
Kevin Small**

LOCAL TRANSPORT PLAN AND LOCAL TRANSPORT BOARD ADVISORY GROUP

**Matthew Courtliff
John Haines
Nick Martin
Gemma McCracken
Jim Robbins
Caryl Sydney-Smith**

LYDIARD PARK ADVISORY FORUM

**Matthew Courtliff
Nick Martin
Mary Martyn
Garry Perkin
Jim Robbins
Tim Swinyard
Caryl Sydney-Smith**

MEMBER DEVELOPMENT ADVISORY GROUP

**Claire Ellis
Russell Holland
Stan Pajak
Barbara Parry
Bob Wright**

WELFARE ADVISORY GROUP (including benefits monitoring)

**Mary Friend
Russell Holland
Des Moffatt**

LEADER'S ASSET MANGEMENT ADVISORY GROUP

**Russell Holland
Garry Perkins
David Renard**

ADULTS AND CHILDRENS CMAG INCLUDING PUBLIC HEALTH

**Fionuala Foley
Brian Ford
John Haines
Colin Lovell**

COMBINED AUTHORITIES CMAG

**Russell Holland
Garry Perkins
David Renard**

LOCALITIES CHAIRS CMAG

Mary Martin

EASTERN VILLAGES

**Toby Elliott
John Haines
Dale Heenan
Russell Holland
Fay Howard
Colin Lovell
Derique Montaut
Barbara Parry
Kevin Parry
Gary Sumner
Chris Watts
Dave Wood**

DIGITAL SERVICES

Keith Williams

CULTURAL AND COMMUNITY ASSETS

Mary Martin

Cathy Martyn

CMAG to review investment in Renewable Initiatives

Dale Heenan

UNADOPTED/UNDESIGNATED LAND CMAG

Garry Perkins

SWINDON ECONOMY AND REGENERATION CMAG

Garry Perkins

COMMUNITY GOVERNANCE REVIEW CMAG

Alan Bishop

Oliver Donachie

Nick Martin

Mary Martyn

Caryl Sydney-Smith

Advisory and Project Boards

HERITAGE BOARD

Garry Perkin

David Renard

MAJOR PROJECTS BOARD

Toby Elliott

Russell Holland

Garry Perkins

David Renard

NORTH STAR ADVISORY BOARD

**Oliver Donachie
John Haines
Garry Perkins**

STREETSCENE AND WASTE MANAGEMENT PROJECT BOARD

Keith Williams

COMMUNITY SAFETY PARTNERSHIP

Fionuala Foley

CORPORATE PARENTING ADVISORY BOARD

**Fionuala Foley
Gemma McCracken
Barbara Parry
Jim Robbins
Gary Sumner**

EQUALITIES ADVISORY FORUM

**Mary Friend
Russell Holland
Barbara Parry
Chris Watts**

HOUSING ADVISORY FORUM

**Steve Allsopp
Alan Bishop
Wayne Crabbe
Oliver Donachie
Barbara Parry
Tim Swinyard
Bob Wright
Julie Wright**

TENANT FARMERS FORUM (of the Scrutiny Committee)

**Alan Bishop
Wayne Crabbe**

Appointments of Chairs and Vice-Chairs of Committees

SPECIAL COMMITTEE

Chair:	David Renard
Vice-Chair:	Russell Holland

STANDARDS COMMITTEE

Chair:	Dave Wood
Vice-Chair:	

AUDIT COMMITTEE

Chair:	Steve Weisinger
Vice-Chair:	

PLANNING COMMITTEE

Chair:	Kevin Parry
Vice-Chair:	

LICENSING COMMITTEE

Chair:	Vera Tomlinson
Vice-Chair:	John Haines

APPOINTMENTS COMMITTEE

Chair:	David Renard
Vice-Chair:	

APPEALS COMMITTEE

Chair:	Gemma McCracken
Vice-Chair:	

SCRUTINY COMMITTEE

Chair:	Bob Wright
Vice-Chair:	Claire Ellis

STREETSMART, HIGHWAYS AND COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE

Chair:	Colin Lovell
Vice-Chair:	

ADULTS' HEALTH AND ADULTS' CARE, AND HOUSING OVERVIEW AND SCRUTINY COMMITTEE

Chair:	Claire Ellis
Vice-Chair:	

CHILDREN'S HEALTH AND SOCIAL CARE, AND EDUCATION OVERVIEW AND SCRUTINY COMMITTEE

Chair:	Gemma McCracken
Vice-Chair:	

GROWING THE ECONOMY OVERVIEW AND SCRUTINY COMMITTEE

Chair:	Cathy Martyn
Vice-Chair:	

RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

Chair:	Emma Faramarzi
Vice-Chair:	

COUNCIL

WEDNESDAY, 15TH JUNE 2016

MINUTE FOR CONFIRMATION

HEALTH AND WELLBEING BOARD

WEDNESDAY, 25 MAY 2016

70. Health and Wellbeing Board Terms of Reference

The Board considered this report as a matter of urgency at the request of the Chair. The report set out for consideration the co-opting of a lay member to the Board as a voting member, and proposals for the lay member co-opted to the Board to become its Chair.

Councillor David Renard, Chair of the Board, introduced the report and proposed that Mr Brian Mattock be considered for co-option to the Board as a voting lay member. The Chair advised that Mr Mattock had ceased to be a councillor following the May 2016 elections, and explained how he regards that as a loss of valuable knowledge and experience to the Board.

The Chair highlighted his further proposals should Mr Mattock be appointed as a co-opted lay member to the Board. He advised that he would no longer attend as a standing member of the Board, but would remain as a nominated Deputy for the two Cabinet Members on the Board. He proposed that Mr Mattock be elected as Chair at the next meeting of the Board, requiring an amendment to the Terms of Reference (set out in tracked changes in Appendix 1 to the report) to be agreed by full Council.

Following the presentation of the report, and consideration of the proposed changes to the Terms of Reference as set out in Appendix 1 to the report, Board members discussed the matters raised, including:

- The Board acknowledged that the Vice-Chair, Dr Peter Crouch (Clinical Chair of the NHS Swindon Clinical Commissioning Group), had expressed his full support of these proposals prior to the meeting.
- The Board acknowledged that the Clinical Commissioning Group currently has a lay member chairing their Governing Body meetings, and that a lay member in the Chair could be seen as bringing further independence to this Board.
- The Board acknowledged the added value that Mr Mattock would bring due to his knowledge and experience of health and well-being matters. It was noted that Health and Wellbeing Boards may also be re-purposed in the near future, and it was posited that a lay member would have more available time than the Leader of the Council to lead on this.
- The Board confirmed that the membership list requires amending to remove the word 'Executive' for the Healthwatch Swindon representative.

Resolved – (1) To appoint Mr Brian Mattock to the Board as a voting, co-opted lay member of the Board.

(2) To recommend to full Council:

1. The adoption of the revised Health and Wellbeing Board Terms of Reference (as set out in Appendix 1 to the report) to reflect that future meetings of the Board may be chaired by the co-opted lay member.

2. That the Director of Law and Democratic Services be authorised to amend the Role Definition for the Chair of the Health and Wellbeing Board in Part 5 Section 4 of the Council's Constitution, in consultation with the Leader of the Council.

Health and Wellbeing Board Terms of Reference

Health and Wellbeing Board

Date: 25 May 2016

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

1. Purpose and Reasons

- 1.1 The report sets out for consideration the co-opting of a lay member to the Board as a voting member.
- 1.2 The report also sets out proposals for the lay member co-opted to the Board to become its Chair.

2. Recommendations

The Board is recommended to:

- 2.1 Appoint Mr Brian Mattock to the Board as a voting, co-opted lay member of the Board.
- 2.2 Recommend to full Council:
 - 2.2.1 The adoption of the revised Health and Wellbeing Board Terms of Reference (as set out in Appendix 1) to reflect that future meetings of the Board may be chaired by the co-opted lay member.
 - 2.2.2 That the Director of Law and Democratic Services be authorised to amend the Role Definition for the Chair of the Health and Wellbeing Board in Part 5 Section 4 of the Council's Constitution, in consultation with the Leader of the Council.

3. Detail

- 3.1 The Health and Social Care Act 2012 establishes Health and Wellbeing Boards as a forum where key leaders from the health and care system work together to improve the health and wellbeing of their local population and reduce health inequalities. Swindon's Health and Wellbeing Board was established in April 2013.
- 3.2 Mr Brian Mattock has been a voting member of the Board since its establishment, and he was the Cabinet Member with portfolio responsibility for adults' health throughout that time. Mr Mattock ceased to be a councillor following the May 2016 elections, and the Chair of the Board, Councillor David Renard, is keen to keep him involved and to make best use of his considerable knowledge but asking the Board whether it would wish to co-opt him on to the Board.

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

Health and Wellbeing Board Terms of Reference

Health and Wellbeing Board

Date: 25 May 2016

- 3.3 In the event that Mr Mattock is co-opted, Councillor Renard would also wish the Board to consider at its next meeting whether Mr Mattock should be elected to Chair of the Board in his place as the pressures on Councillor Renard's time are increasing as the decisions the Council faces are becoming more complex, challenging and controversial.
- 3.4 The Vice-Chair of the Board, Dr Peter Crouch (Clinical Chair of the NHS Swindon Clinical Commissioning Group), has been consulted on these proposals and fully supports them.
- 3.5 Section 194(8) of The Health and Social Care Act 2012 provides for the Health and Wellbeing Board to appoint such additional persons to be members of the Board as it thinks fit. Mr Brian Mattock is being put forward as a lay member, and the Board is being asked to appoint him as a voting co-opted member. The proposed amendments to Section 6 of the Board's Terms of Reference, which would be required as a result of this decision, have been shown in tracked changes in Appendix 1.
- 3.6 There are no provisions in the Act, or the Regulations made under that section (The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny Regulations 2013)) as to who must chair meetings of the Board. However, the current Terms of Reference state that meetings will be chaired by the Leader of the Council, or by the Vice-Chair in their absence and it is proposed that the Board may also be chaired by a lay member. Should the Board support this, this will require an amendment to the current Terms of Reference. The proposed amendments to Section 7 of the Board's Terms of Reference are attached at Appendix 1, and will have to be adopted by full Council at its meeting on 14 July 2016 or at an earlier Special Committee meeting if appropriate.
- 3.7 Part 5 Section 4 of the Council's Constitution contains a role definition for the Chair of the Health and Wellbeing Board. These proposals will require some amendments to this document and it is suggested that the Director of Law and Democratic Services be authorised to amend the role definition, in consultation with the Leader of the Council.
- 3.8 If these proposals are endorsed, Councillor Renard will remain as a nominated deputy for the Cabinet Member representatives on the Board, and will retain on overview of the Board's work as Leader of the Council.

4. Alternative Options

- 4.1 The Board could agree to maintain the status quo. However, the Board's knowledge base and capacity would be lower if the recommendations are not agreed.

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

Health and Wellbeing Board Terms of Reference

Health and Wellbeing Board

Date: 25 May 2016

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. It is considered that the recommendations are consistent with Convention rights.

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 since no change in the level or nature of services is being proposed.

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 – Health and Wellbeing Board Terms of Reference containing proposed amendments.

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Swindon Health and Wellbeing Board

Terms of Reference

1 Introduction

The Health and Social Care Act 2012 establishes Health and Wellbeing Boards as a forum where key leaders from the health and care system work together to improve the health and wellbeing of their local population and reduce health inequalities.

The Swindon Health and Wellbeing Board is made up of a collection of people from different organisations (including the NHS, the local authority officers and elected members, the Clinical Commissioning Group and the voluntary sector), who will work together on issues to do with being healthy and feeling well. The Board aims to find out what people in Swindon need to be healthy and feel well and work together to agree a strategy (plan) that will promote positive change towards making things happen. The Health and Wellbeing Strategy will help the Health and Wellbeing Board plan services to do with being healthy and feeling well and that make it easier for everyone to get the care they need. The Board also aims to reduce the health differences between poorer and better off groups across Swindon (health inequalities).

It is the responsibility of commissioners (who hold the budget) that their commissioning plans are supportive of the priorities identified in the Health and Wellbeing Strategy and the local needs of our population, and it is the responsibility of the Health and Wellbeing Board to ensure that they do.

The Health and Wellbeing Strategy will provide the priorities and objectives against which the success of the Health and Wellbeing Board can be measured.

The Health and Wellbeing Boards primary role is to provide strategic leadership to improve the health and wellbeing of Swindon's population (both adults and children) and to reduce the inequalities in health experienced by some communities. It aims to:

- Ensure delivery of improved outcomes for the people of Swindon bringing together national health and social care policy in conjunction with local priorities.
- Achieve democratic legitimacy and accountability, and empower local people to take part in decision-making about local health and wellbeing.
- Ensure the development of integrated working across the health and care system.

2 Purpose

The purpose of the Board is to improve the health and wellbeing of people of all ages resident in the borough of Swindon, and to reduce health inequalities in Swindon.

3 Underlying Principles

- shared leadership of a strategic approach to the health and wellbeing of our local communities
- a commitment to driving real action and change to improve services and outcomes
- parity between Board members in terms of their opportunity to contribute to the Board's deliberations, strategies and activities
- shared ownership of the Board by all the members (with commitment from their nominating organisations) and accountability to the communities it serves
- openness and transparency in the way that the Board carries out its work
- inclusiveness in the way it engages with patients, service users and the public
- recognition of safeguarding (adults and children) as everyone's business and a cross-cutting theme ensuring that all people in Swindon are safe and their wellbeing protected
- promotion of integrated commissioning and working across health and social care

4 Key responsibilities

The key responsibilities of the Board are:

- To provide collective leadership, set strategic direction, prioritise local activity, and present comprehensible plans of what will be done locally, where possible and deemed appropriate by the Board, to address needs and improve health and wellbeing in alignment with the One Swindon priorities, outcomes and principles.
- To prepare the Swindon Joint Strategic Needs Assessment which identifies the local health and wellbeing needs of our population ensuring:
 - effective and meaningful engagement and dialogue with local communities and service users
 - joined up intelligence from local partners and stakeholders
 - Inclusion of comprehensive safeguarding data analysis
- To prepare the Swindon Joint Health and Wellbeing Strategy.
- To promote partnership and integration of commissioning and service delivery across health, social care, public health and other service areas including but not limited to housing, leisure and transport in conjunction with One Swindon and the Swindon Joint Health and Wellbeing Strategy.
- To ensure that the plans of local and regional commissioners, including the NHS Swindon Clinical Commissioning Group commissioning plan, promote the delivery of the Swindon Joint Health and Wellbeing Strategy wherever appropriate.

- To monitor, evaluate and annually report on the NHS Swindon Clinical Commissioning Group performance as part of the Clinical Commissioning Groups annual assessment by NHS England.
- To measure progress against local plans including NHS Swindon Clinical Commissioning Group Plan, the Joint Health and Wellbeing Strategy and other supporting plans and request action is taken to improve outcomes when monitoring indicators show plans or initiatives are not working.
- The One Swindon Board will be accountable for ensuring that One Swindon and the One Swindon Delivery Plan support the delivery of the Swindon Joint Health and Wellbeing Strategy.
- The Board will advise the One Swindon Board on strategic matters of health and wellbeing.
- The Board will refer the Commissioning Plans back to the Clinical Commissioning Group or to NHS England if they do not take sufficient account of the Swindon Joint Health and Wellbeing Strategy.
- Board members are accountable to each other for mobilising and co-ordinating partners and identifying available resources to deliver agreed priorities.
- To ensure the development and implementation of the National Health Services Act 2006 Section 75 Agreements including the Better Care Fund. Manage these partnership arrangements and in particular:
 - a. Make recommendations to Cabinet and the Clinical Commissioning Group Board as to commissioning of services.
 - b. Monitor and ensure delivery of and evaluate health, social care, education and other related services for adults, children and young people in Swindon on behalf of Clinical Commissioning Group and Swindon Borough Council and such other relevant services as Clinical Commissioning Group and Swindon Borough Council may from time to time agree.

The work programmes of the Swindon Health and Wellbeing Board, the relevant Overview and Scrutiny Committee, and Healthwatch Swindon will be shared and loosely aligned to create pathways for influence, whilst maintaining independence and the role of scrutiny.

5 Role of the board

In order to deliver its responsibilities, the Board may decide to establish a sub-committee and delegate functions to them.

The Board will do the following:

Coordinate partnership working

- Bring together NHS, public health and social care leaders with members of the local population and democratically elected representatives.
- Promote integration of business action plans of partner organisations where appropriate.
- Co-ordinate information sharing across partners.
- Co-ordinate commissioning decisions to reflect the priorities identified by the Board including the use of joint commissioning and pooled budgets where appropriate.
- Provide regular reports to the One Swindon Board.
- Consult with service users and carers about service developments which will affect them.
- Work with the Local Safeguarding Children and Adult Boards to ensure all partners promote the safety and welfare of children, young people and vulnerable adults, and receive an annual report from the Safeguarding Boards.
- Monitor the performance of the National Health services Act 2006 Section 75 Agreements including:
 - a. overseeing the work of the Joint Commissioning Group by reviewing and monitoring the six monthly performance reports which will be provided to them by the Group.
 - b. carrying out an Annual Review which will describe how commissioned services have performed, and include commentary on performance of providers, financial pressures and changes in need or service delivery. It will also set out commissioning intentions for the coming year and agreements for developing joint working.
- Optimise effective and efficient working to avoid partner organisations duplicating each other's work.
- Link with the voluntary and community sector.

Identify local needs

- Lead the development of the Joint Strategic Needs Assessment which identifies local health and wellbeing needs and priorities.

Set strategic direction and prioritise and communicate actions

- Prioritise actions, based on the agreed strategic direction, joint commissioning strategies and Joint Strategic Needs Assessment, to meet the needs of the current population and avoid compromising the wellbeing of future generations.
- Communicate actions in publically available action plans.

Performance monitor

- Evaluate performance against locally agreed priorities.
- Evaluate performance against nationally set outcomes frameworks for the NHS, public health and social care.
- Scrutinise any local major service redesign of the NHS.
- Produce annual reports of progress in relation to above action plans, in order that the Board is publically accountable for delivery of these actions.

6 Membership

The membership will consist of:

- | The Leader of the Council (~~Chair~~)
- Cabinet Member for Health and Social Care
- Cabinet Member for Children's Services
- Shadow Member for Health and Social Care or Children
- | Healthwatch Swindon ~~Executive~~ representative
- NHS Swindon Clinical Commissioning Group Accountable Officer
- NHS Swindon Clinical Commissioning Group Clinical Chair (Vice-Chair)
- NHS Swindon Clinical Commissioning Group Executive Nurse
- NHS England Executive representative
- Third Sector representative
- Police and Crime Commissioner (Wiltshire)
- | Such Lay Members as the Board may appoint (co-opted and voting)
- Chief Executive of Swindon Borough Council (non-voting)
- Director of Adult Social Care / Children's Services (non-voting)
- Director of Public Health (non-voting)

All members of the Swindon Health and Wellbeing Board are voting members, except for officers of Swindon Borough Council, and as such will be governed by Swindon Borough Councils Code of Conduct.

All members or co-opted members must notify the Council's Monitoring Officer of Disclosable Pecuniary Interests and are prohibited from participating in discussion or voting on any matter relating to their interest.

7 Procedures

- | Meetings of the Board will be chaired by the Leader of the Council (or by the Vice-Chair in their absence) or by a lay member.

A quorum shall be four members (at least one from NHS Swindon Clinical Commissioning Group and one from Swindon Borough Council). Each member is required to attend at least four of the five scheduled Health and Wellbeing Board meetings per year. Members of the Board will nominate a deputy who will attend in their absence and have delegated authority, wherever possible and appropriate, to make decisions. Nominated deputies will form part of the quorum.

The Board will operate in accordance with the Council's existing decision-making framework and normal council budget setting processes. A decision to exercise any further local authority functions by the Health and Wellbeing Board would therefore need to be taken by the appropriate decision-making body (e.g. Cabinet or Council), and a further report would be required for this.

8 Review Arrangements

The Swindon Health and Wellbeing Board Chair will lead an annual effectiveness review.

APPROVED: 11 March 2015

NEXT REVIEW: 27 May 2015

REVIEW HISTORY:

Inaugural Terms of Reference: approved 10 July 2013

First Review: May 2014

Second Review: January 2015