



**SWINDON BOROUGH COUNCIL**  
**Municipal Year 2018/19**

**Friday, 18 May 2018**

**COUNCIL CHAMBER  
CIVIC OFFICES  
SWINDON**

9 May 2019

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, 18 May 2018 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 2018/19**
- 3. To elect a qualified person to be Deputy Mayor of the Borough for the Municipal Year 2018/19**
- 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 - 16)  
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. **Adoption of Revisions to Swindon Borough Council's Constitution** (Pages 17 - 26)
10. **Numbers to Serve on Committees** (Pages 27 - 30)
11. **Allocations of Seats to Political Groups and Appointments to Committees, Other Bodies and Outside Bodies** (Pages 31 - 44)
12. **Calendar of Meetings 2018/19** (Pages 45 - 48)
13. **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 3rd May 2018

**Council**

**Date: 18<sup>th</sup> May 2018**

Author: Director of Law and Democratic Services

Wards: All

Parishes Affected: All

### 1. Purpose and Reasons

- 1.1 To report the return of Councillors elected on 3<sup>rd</sup> May 2018.
- 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 3<sup>rd</sup> May 2018, 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 3<sup>rd</sup> May 2018:-

WARD	NAME OF COUNCILLOR ELECTED
Blunsdon and Highworth	Steve Weisinger
Central	Junab Ali
Chiseldon and Lawn	Brian Peter Mattock
Covingham and Dorcan	Kevin James Parry
Eastcott	Imtiyaz Shaikh
Gorse Hill and Pinehurst	Carol Shelley
Haydon Wick	Garry John Perkins
Liden, Eldene and Park South	Janine Howarth
Lydiard and Freshbrook	Tim Swinyard
Mannington and Western	Jim Robbins
Old Town	Nadine Carol Watts

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 3rd May 2018

**Council**

**Date: 18<sup>th</sup> May 2018**

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Penhill and Upper Stratton	Claire Crilly
Priory Vale	Emma Louise Faramarzi
Rodbourne Cheney	Peter Watts
Shaw	Mary Martin
St. Andrews	Rahul Tarar
St. Margaret and South Marston	Roger Arthur Smith
Walcot and Park North	Abdul Amin
Wroughton and Wichelstowe	Andy Spry

- 3.2 Further to the request from the Cabinet Office to undertake a Voter ID pilot, Swindon Borough Council delivered a successful Pilot on Thursday 3 May for the Borough and Parish elections.
- 3.3 The Swindon Electoral Team hand delivered a secure poll card to all registered voters to ensure that everyone would have ID to vote whilst also retaining the link to the electoral register. However, the pilot also offered electors the choice to bring one of five 5 nationally issued forms of ID such as passport or photo driving licence, together with the opportunity to be attested at the polling station should the elector have lost or damaged their poll card.
- 3.4 Polling day went smoothly with digital registers all tested at each polling station by 6.40am ready for voting to start at 7am. The voting was monitored for 15 hours from the election office where electoral staff were able to see voter turnout, voter ID choices being used. For the first time electoral staff were able to have a complete view of all 99 polling stations from the election office.
- 3.5 The Pilot was delivered by a working party consisting of Swindon Electoral Team, Swindon Communications Team and Xpress Software Solutions and was an excellent example of collaborative working. The delivery of a robust communication plan resulted in a total of 42,686 electors voting in person in a polling station across Swindon resulting in an increased turnout of 6% on previous comparable local elections.
- 3.6 Initial figures show that of the people who voted in person, only 60 were asked to return to the polling station having not brought their poll card or alternative form of ID. Thirty-five of these were either attested or later returned with the appropriate ID leaving just twenty five eligible electors who did not either return with alternative ID or seek a replacement poll card.
- 3.7 The Council's own exit poll surveys showed that of those who took their poll card, 29% said they carry it anyway, 43% took it because the Council asked them and 28% said it was the easiest to use. The poll card proved to be the most

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# Return of Councillors Elected on Thursday 3rd May 2018

**Council**

**Date: 18<sup>th</sup> May 2018**

successful form of ID with over 93% of electors choosing to use this on the day. 76% of the respondents thought the pilot project was publicised sufficiently. The Cabinet Office and Electoral Commission will now carry out a thorough evaluation and lessons-learned exercise.

- 3.8 Out of an eligible electorate of 158,106 the total number of votes cast was 63,341 giving a turnout of 39.7%. This compares to a turnout of 34.04% in 2016 (the most recent comparable Borough Council elections).
- 3.9 In terms of those who voted by post, as compared to voting in person, 29,294 postal votes were issued of which 19,655 were returned (67.09%).
- 3.10 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	42,686	33%
Postal Votes	19,655	67%

## 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.

### 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.

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# **Return of Councillors Elected on Thursday 3rd May 2018**

**Council**

**Date: 18<sup>th</sup> May 2018**

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**6. Consultees**

- 6.1 The Director of Finance (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.



## COUNCIL

**THURSDAY, 19 APRIL 2018**

PRESENT:- The Worshipful The Mayor in the Chair; Councillors Junab Ali, Steve Allsopp, Abdul Amin, John Ballman, Ray Ballman, Alan Bishop, Emma Bushell, 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, Colin Lovell, Mary Martin, Nick Martin, Cathy Martyn, Gemma McCracken, Jane Milner-Barry, Des Moffatt, Derique Montaut, Stan Pajak, Barbara Parry, Kevin Parry, Garry Perkins, David Renard, James Robbins, Eric Shaw, 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, Robert Wright and Julie Wright.

### **91. Presentation - Maisie Sly**

The Mayor welcomed Maisie Sly, her parents, Elizabeth and Gilson, Brother, Jack, and Sister, Chloe, to the Council and, on behalf of the Council, congratulated Maisie on her role in starring in the film "The Silent Child" which won "Best Live Action Short Film" at this year's Oscar ceremony. The Mayor then made a presentation to Maisie in recognition of her achievement.

### **92. Minutes Silence**

The Worshipful The Mayor reported the recent deaths of former Councillors Tony Huzzey, a former Chair of the Policy and Resources Committee and Leader of the majority Group on Thamesdown Borough Council, and William Morton, a member of Swindon Borough Council and invited the Chamber to join her in a Minutes Silence as a sign of respect.

### **93. Retiring Members**

The Worshipful The Mayor reported that Councillors Colin Lovell, Gemma McCracken, Derique Montaut, Eric Shaw, Joe Tray and David Wood are not seeking re-election at the forthcoming elections to be held on Thursday 3<sup>rd</sup> May 2018, and on behalf of the Council, thanked those Councillors for their service to the Council and people of Swindon. The Mayor invited retiring Members to address the Council.

The Mayor also wished good luck to all those Members, seeking re-election in the forthcoming elections, regardless of their political party.

### **94. Apologies for Absence**

An apology for absence was received from Councillor Matthew Courtliff.

### **95. Communications**

The Chief Executive reported that no communications had been received.

**96.**

## **Minutes**

Resolved – That, subject to the deletion of Councillor Jane Milner-Barry from the list of Councillors voting in Minute 85, the minutes of the meeting held on 22<sup>nd</sup> February 2018, be confirmed and signed.

**97.**

## **Declarations of Interest**

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting. Councillor Toby Elliott made a non prejudicial declaration of interest in respect of Agenda Item No. 6 (1) as he was employed by Network Rail.

**98.**

## **Public Question Time**

Mr Roy Worman submitted written questions regarding the cost of and benefits arising from the Council's membership of England's Economic Heartland Strategy Transport Forum.. The Council was advised that the Leader of the Council had provided written responses to Mr Worman's questions and that these had been circulated at the meeting.

Ms Kareen Boyd asked a question regarding Council officers' and elected members' access to personal information supplied by individuals to the Council. The Cabinet Member for Corporate Services, Digitalisation and Lydiard Park and House responded at the meeting.

Ms Boyd asked a supplementary question regarding privileges afforded to Freeman of the Borough. The Leader of the Council requested that Ms Boyd submit this question in writing in order that a response might be provided.

Ms Carol Bent asked a question regarding public access to the main Council chambers for meetings of the Council. The Leader of the Council responded at the meeting.

Ms Bent asked a supplementary question asking that all Councillors to sign up to the Better Swindon principles. The Leader of the Council responded at the meeting.

Mr Nick Burns-Howell asked a further question regarding Council provided services assisting people with issues relating to substance abuse. The Cabinet Member for Housing and Public Safety responded at the meeting.

Mr Burns-Howell asked a supplementary about the discarding of used hypodermic syringes in public areas and how these instances should be reported to the Council. The Cabinet Member for Housing and Public Safety responded at the meeting.

Mr Burns-Howell asked a further question regarding the use of additional Government monies for pot-hole repairs. The Cabinet Member for Communities and Place responded at the meeting.

Mr Tim French asked a question regarding disabled drivers access to the rear of the town centre bus station to park their vehicles. The Cabinet Member for Communities and Place indicated that a written response would be provided.

## **99. Minutes for Confirmation**

(1) Councillor David Renard moved and Councillor Russell Holland seconded that Minute 91 of the Cabinet (Membership of England's Economic Heartland Strategic Transport Forum) 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 35 of the Licensing Committee (Introduction of a Dog Walking Registration Scheme) be confirmed and adopted.

The Motion was put to the vote and declared carried.

## **100. Council Petition Scheme**

The Council considered a report of the Director of Law and Democratic Services concerning the receipt of a petition containing 769 signatures requesting the Council to "take action to resolve the traffic issues in the Rodbourne (Even Swindon) area and in particular the problems caused by queuing vehicles trying to enter the car parks of the McArthur Glen Outlet Village".

In accordance with the Council's Petition Scheme, Ms Amy Wilkinson introduced the petition on behalf of the petitioners.

Councillor David Renard moved and Councillor Kevin Small seconded:

"(1) That the lead petitioner be thanked for bringing this matter to the Council's attention.

(2) That the Cabinet Member for Communities and Place submit a report to Cabinet no later than July 2018 including how the Council could:

(i) Install additional white line markings to allow traffic to enter Barnham Court from Bruce Street Bridges;

(ii) Carry out a pilot scheme on 9th September 2018 to test the feasibility of making Rodbourne Road northbound on days when there are special events at the Outlet Village or STEAM;

(iii) Remove the Church Place bus gate to allow traffic to access Bristol Street by the Territorial Army Centre/St Mary's Church to use the Bristol Street car park; and

(iv) Work with McArthur Glenn to encourage the Outlet Centre to (a) look at solutions of access to the East Car Park by introducing a form of registration recognition barrier system and the possibility of a new exit; and (b) increase the number of car parking spaces at western car park through layering or another solution.

(3) That the Head of Highways and Transport be requested to liaise with the traders situated on Rodbourne Road regarding their experience of the traffic problems in Rodbourne, to identify how any proposed changes could affect their trade, and that once mitigating measures have been implemented, further liaison be undertaken to measure the impact of those changes.

The Motion was put to the vote and declared carried.

**101.**

**Motion - New Homes**

Councillor Gary Sumner moved and Councillor Oliver Donachie seconded:

“This Council:

1) Welcomes:

a) the recent restated commitment by the Prime Minister and the Government to supporting house building, and

b) the work the Council is already undertaking to support providing new homes.

2) Notes:

a) That Swindon has an adopted Local Plan that supports ambitious targets for new homes,

b) That a number of parish councils have adopted neighbourhood plans to complement the Local Plan,

c) The economic benefits from building houses as well as supporting employers by providing good homes for their staff,

d) The delays that lie outside the Council’s control in having construction start once planning permission is given. In particular, the fact that essential service companies such as the water companies and broadband infrastructure providers do not always coordinate their investments to support housing growth.

3) Invites the Leader of the Council to write to the Prime Minister, the Chancellor of the Exchequer, and the Secretary of State for Housing, Communities and Local Government to:

a) Restore the New Homes Bonus to help Councils to pay for the investment and services new homes require,

b) Devise tax incentives to make it more profitable to build sooner once planning permission is granted, and

c) Introduce a duty to cooperate with planning authorities for utility companies, including modern utilities such as broadband, to ensure that new homes are not delayed because of the lack of infrastructure.”

Councillor Jim Robbins moved and Councillor Emma Bushell seconded:

“This Council:

1) Notes:

- a) The Prime Minister's recent statement on housebuilding and believes it was inadequate as it failed to acknowledge problems with developers land-banking and to address the fundamental causes of the current broken UK housing market including the decrease in home ownership, lack of affordable housing stock and a dramatic increase in rough-sleeping.
- b) That the last time the country built 250,000 homes a year, 40% of these homes were built by local authorities. The current percentage of all new build homes that are affordable is 9.2%.
- c) The LGA's statement in response to the Prime Minister's speech pointed out that there are 423,000 homes waiting to be built by developers and that "no-one can live in a planning permission".
- d) That millions of pounds of donations to the Conservative Party have come from house builders and the construction industry. Any Conservative proposal to offer tax breaks to these companies should be considered in this context.

2) Supports:

- a) The LGA's position to lift the borrowing cap of local authorities with a Housing Revenue Account in order to boost vital investment in Council House Building.
- b) The Labour Party's "use it or lose it" policy toward developers who are land banking on undeveloped land that has developable potential.
- c) All measures that will ensure local authorities can fully enforce their Local Plan affordable housing targets. Currently the local target is 30% and the current rate is only 9.2%.
- d) Restoring the New Homes Bonus to help Councils to pay for the investment and services new homes require."

The Amendment was put to the vote and declared lost.

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

**102. Recruitment Process for Chief Executive**

The Leader of the Council and Director of Human Resources and Organisational Development submitted a joint report seeking (a) approval for the appointment of an interim Head of Paid Service until a permanent appointment is made, and (b) the process for the appointment of a new Chief Executive and Head of Paid Service.

Councillor David Renard moved and Councillor Russell Holland seconded that:

(1) It be agreed to continue with the post of Chief Executive following the departure of Mr John Gilbert.

(2) The Director of Human Resources & Organisational Development be authorised to begin the process of recruiting a new Chief Executive for the Council and to make the necessary arrangements required for the successful appointment to that post.

(3) The Director of Human Resources & Organisational Development, in consultation with the Leader of the Council and the other Group Leaders be authorised, to agree the salary of a new Chief Executive within current budgetary provision made for Chief Officers.

(4) That the role description and person specification for the post of Chief Executive as proposed in the revised Appendix A, tabled at the meeting, be agreed.

(5) The Leader of the Council, in consultation with the other Political Group Leaders on the Council be authorised, to appoint an interim Head of Paid Service, from the current members of Corporate Board, to act in that capacity in the period between the current Chief Executive leaving and the successor Chief Executive beginning in post.

The Motion was put to the vote and declared carried.

### **103. Minutes of Cabinet and Decisions Delegated to Cabinet Members**

The Council considered (a) the minutes of the meeting of the Cabinet held on 7<sup>th</sup> February and 14<sup>th</sup> March 2018, (b) questions to the Cabinet Members regarding their portfolio responsibilities and answers received, and (c) Cabinet Member Decision Notices.

### **104. 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.

### **105. Councillors Question Time**

The Director of Law and Democratic Services reported that Standing Order 15 Questions had been received from Councillors Fay Howard, Jane Milner-Barry, Carol Shelley and Bob Wright.

Councillor Fay Howard asked a supplementary question in relation to information relating to recycling by the Borough available on the Council’s website. Cabinet Member for Corporate Services, Digitalisation and Lydiard Park and House responded at the meeting.

Councillor Jane Milner-Barry asked a supplementary question regarding the registration of the North Star Development with the Building Research Establishment for BREEAM assessment and certification. The Cabinet Member for Regeneration responded at the meeting.

Councillor Carol Shelley asked a supplementary question regarding reorientations made by the Council in respect of the potential closures of Oxonwood and Braeside educational centres by Wiltshire Council. The Cabinet Member for Education and School Attainment responded at the meeting.

Councillor Bob Wright asked a supplementary question regarding the accuracy and completeness of the Cabinet Member's response. The Cabinet Member for Regeneration responded at the meeting.

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## **Adoption of Revisions to Swindon Borough Council's Constitution 2018/19**

**Council**

**Date: 18<sup>th</sup> May 2018**

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

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### **1. Purpose and Reasons**

- 1.1 To consider and adopt revisions to Swindon Borough Council's Constitution for the Municipal Year 2018/19.
- 1.2 It is necessary to review and update the Constitution for 2018/19 to reflect decisions taken by the Council during the 2017/18 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 2018/19 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 The Council is committed to engaging local people in local decision making, promoting capacity building at a local level and growing community interest and participation. The Constitution seeks to provide the governance framework to enable the delivery of the Council's Corporate Strategy and all its key plans and policies.

### **2. Recommendations**

The Council is recommended to:

- 2.1 Adopt the revised Swindon Borough Council Constitution for the Municipal Year 2018/19.
- 2.2 Authorise the Director of Law and Democratic Services, in consultation with the members of the Corporate Governance Review Working Group where appropriate, to vary the wording and layout of the Constitution and its associated documentation to reflect legislative and procedural changes, should this prove necessary for the efficient discharge of Council business during the course of the Municipal Year.

### **3. Detail**

- 3.1 The Council's Constitution has been revised to reflect statutory requirements and legislative and procedural changes, political management arrangements,

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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](mailto:staylor@swindon.gov.uk) or Steve Jones, Direct Dial Telephone Number (01793) 463602, [stevejones@swindon.gov.uk](mailto:stevejones@swindon.gov.uk).

# **Adoption of Revisions to Swindon Borough Council's Constitution 2018/19**

**Council**

**Date: 18<sup>th</sup> May 2018**

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revisions to the Council's management structure and operating model, and other procedures and protocols agreed by the Council for 2018/19.

- 3.2 The main changes proposed to the Constitution are set out in the paragraphs below. A digital "tracked changes" copy of the entire Constitution, showing all proposed revisions, is included at Appendix 2.

## Proposed Changes

- 3.3 Highlighted below are the various proposed amendments to the different sections of the Council's Constitution. Changes have been made, throughout the document, to reflect decisions and recommendations arising from the relevant Council bodies during the 2017/18 Municipal Year, including new titles and officer responsibilities and lines of reporting arising out of revisions to the Council's management structure. A small number of changes have been made to the Council's Standing Orders and elsewhere in the Constitution to reflect changes to legislation and Government Regulations and Guidance. Minor changes have also been made for purposes of clarification and to ensure that the Constitution refers to current working practices.
- 3.4 Part 2 – Article – 4 – The Full Council – Some minor typographical and formatting changes have been made.
- 3.5 Part 2 – Article 6 – Scrutiny Committee and Overview and Scrutiny Committee – Minor typographical and formatting changes.
- 3.6 Part 2 – Article 12 – The Council's Officers – Minor revisions to take into account changes to the Council's Management Structure and officer portfolios.
- 3.7 Part 2 – Article 16 – Suspension, Interpretation and Publication of the Constitution – Minor changes have been made to the text in para 16.03 to reflect the Council's paperless ambitions.
- 3.8 Part 3 – Responsibility for functions - Minor revisions have been made to the text. *Please note that references to specific paragraphs within the scheme of delegations will be updated once that revised document has been updated following the Annual Council meeting.*
- 3.9 Part 4 – Rules and Procedure – Section 2 - Access to Information Procedure Rules – Minor revisions have been made to the text.
- 3.10 Part 4 – Rules and Procedure – Section 8 - Officer Employment Procedure Rules – Some minor revision to reflect officer title changes.

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# **Adoption of Revisions to Swindon Borough Council's Constitution 2018/19**

**Council**

**Date: 18<sup>th</sup> May 2018**

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- 3.11 Part 5 - Codes and Protocols – These Codes were reviewed by the Council's Standards Committee at its meeting on 15th January 2018, following consultation with the Political Groups on the Council, and Corporate Directors, Directors and Heads of Service and Parish Councils. The Committee endorsed the current Codes and Protocols, without change, for inclusion in the Council's Constitution for 2018/19.
- 3.12 Part 5 – Section 10 – Codes and Protocols – Public Question Time at Council Meetings – Revised to clarify how non-written questions will be dealt with at meetings and where written responses are promised.
- 3.13 Part 6 – Councillors' Allowances Scheme – The scheme has been amended to reflect the changes to levels of Councillors' Basic and Special Responsibility Allowances for 2018/19 approved by the Council on 14<sup>th</sup> July 2016.
- 3.14 Part 7– Management Structure – A revised structure is included, reflecting the decisions of the Special Committee at its meeting on 19<sup>th</sup> July 2017 and officer title changes subsequently approved by the Chief Executive in line with his delegated authority.
- 3.15 Part 8 – Scheme of Delegations and Designations of Proper Officers – Revisions have been made throughout to reflect the revised management structures and responsibilities approved by the Council and Special Committee during the 2017/18 Municipal Year. Where necessary, some individual delegations have been deleted to reflect legislative changes and others have been transferred to alternate Corporate Directorates under the revised management structure. Appendix 1 provides a summary of the proposed main additions and changes made to the Scheme of Delegations. The complete and revised scheme of delegations can be inspected within the draft Constitution at Appendix 2.
- 3.16 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 2017/18 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 2018/19 Municipal Year.

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# **Adoption of Revisions to Swindon Borough Council's Constitution 2018/19**

**Council**

**Date: 18<sup>th</sup> May 2018**

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## **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. 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 Director of Finance (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

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# **Adoption of Revisions to Swindon Borough Council's Constitution 2018/19**

**Council**

**Date: 18<sup>th</sup> May 2018**

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## **7. Background Papers**

7.1 Council Constitution 2017/18.

## **8. Appendices**

Appendix 1 – Summary of Proposed Changes to the Scheme of Delegations 2018/19.

8.1 Appendix 2 - A digital “tracked changes” copy of the Constitution, showing all proposed revisions. (*This appendix is in excess of 400 pages and is available for inspection online at the Council's website*).

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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](mailto:staylor@swindon.gov.uk) or Steve Jones, Direct Dial Telephone Number (01793) 463602, [stevejones@swindon.gov.uk](mailto:stevejones@swindon.gov.uk).

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## SUMMARY OF THE CHANGES MADE TO THE SCHEME OF DELEGATIONS

1. Changes have been made to officer titles throughout the document to accord with changes made to the organisation structure over the course of the Municipal year 2017/18, including title changes authorised by the Chief Executive in accordance with his delegated authority.
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 meeting on 19<sup>th</sup> July 2017.
  - The changed reporting line of the the Head of Property Assets from the former Corporate Director Economy, Regeneration and Skills, to the Corporate Director Resources and Growth.
  - The changed reporting line of the the Head of Planning, Regulatory Services and Heritage from the former Corporate Director Economy, Regeneration and Skills, to the Corporate Director Communities and Housing.
  - The changed reporting line of the Head of Revenues and Benefits from the Director of Law and Democratic Services to the Director of Finance (Section 151 Officer).
4. The following specific additions and/or changes have been made in relation to delegations of authority.

Subject/ Enabling Statute	Responsible Officer	Authority	Reason for adjustment to scheme
Fraud Investigation <i>Social Security Administration Act 1992 &amp; The Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013</i>	Head of Internal Audit (HIA) and Head of Revenues and Benefits (HRB)	To undertake fraud investigations and implement sanctions.	To rationalise within the scheme this shared duty to undertake investigations under the Fraud Act and the Prevention of Social Housing Fraud Act 2014

Health and Safety responsibilities (previously delegated to the former-post of Head of Customer and Business Services)	Head of Planning and Regulatory Service, and Heritage (HPRSH), Director of Public Health (DPH) and HIA	To exercise the Council's functions in respect of the Council's responsibilities with regard to the following legislation:  <i>Explosives Act 1875</i> <i>Explosives Act 1975</i> <i>Health and Safety at Work etc. Act 1974</i> <i>Health and Safety at Work etc. Act 1974</i> <i>Sunday Trading Act 1994</i> <i>Section 65, Building Act 1984</i> (Sanitary Conveniences in Workplaces) DPH and HIA only	The deletion of the former post of Head of Customer and Business from the Council's Establishment
Street Naming and Property Numbering (previously delegated to the former-post Head of Customer and Business Services)	HPRSH	To exercise the Council's functions in respect of the Council's responsibilities with regard to (a) the implementation of procedures to (re)name and (re)number existing streets in consultation with residents and where appropriate ward members, (b) the development and maintainance of the relevant Gazetteer(s) in respect of streets and properties and to make available in accordance with the MSA, and (c) the naming of new streets, subject to consultation with other appropriate officers as necessary, the Royal Mail and with Parish Councils where applicable and to make available in accordance with the MSA.	The deletion of the former post of Head of Customer and Business from the Council's Establishment
Parks and Amenities	Head of Streetsmart (HS)	The Council's functions in respect of dealing with dangerous trees and the signing of tenancy agreements and the serving	This function has been transferred from the HPRSH to HS



		of notices quit with regard to Leisure gardens and allotments	for reasons of appropriate service provision
Grants and One Swindon and Community budgets <i>(previously delegated to the former-post Head of Localities, Community Involvement and Volunteering)</i>	DPH	To approve, or refuse, grant allocations from the various budgetary provisions for one-off grant funds and to administer the Council's Community budgets	The deletion of the former post of Head of Localities, Community Involvement and Volunteering
Licensing of sex shops, sex cinemas and sex establishments	HPRSH	To exercise the Council's function in accordance with the specific provisions under the Local Government Miscellaneous Provisions Act 1982	New - To rationalise existing working practice.
Publication of Part 1 of the Brownfield Register <i>Town and Country Planning (Brownfield Land Register) regulations 2017</i>	HPRSH	To prepare, maintain and publish at least annually, Part 1 of the Brownfield Register	New - To rationalise existing working practice.
Dangerous Structures <i>Sections 77 and 78, Building Act 1984</i>	HPRSH	To take appropriate action where a building or structure is in such a condition, or is used to carry such loads as to be dangerous, to remedy the danger	New - To rationalise existing working practice.
Ruinous or Dilapidated Structures <i>Section 79, Building Act 1984</i>	HPRSH	To take appropriate action, where a building or structure is in a ruinous or dilapidated condition, to remedy the defects	New - To rationalise existing working practice.
Neighbourhood Planning	HPRSH	To exercise the Council's responsibilities with regard to Neighbourhood	New - To rationalise existing

		Planning.	working practice.
Fly Grazing	HPRSH	To exercise the Council's powers in respect of the fly grazing of animals	New - To rationalise existing working practice.
Public Spaces Protection Order Anti-Social Behaviour, Crime and Policing Act 2014	HPRSH	To serve fixed penalty notices in respect of any designated Public Space Protection orders	New - To rationalise existing working practice.

## Numbers to Serve on Committees

**Council**

**Date: 18<sup>th</sup> May 2018**

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Author: Director of Law and Democratic Services

Wards: All

Parishes Affected: All

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### **1. Purpose and Reasons**

- 1.1 To determine the number of Members to serve on Swindon Borough Council Committees for the Municipal Year 2018/19.

### **2. Recommendations**

Council is recommended to:

- 2.1 Approve the number of Members to serve on Swindon Borough Council Committees for the Municipal Year 2018/19 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 2018/19.

### **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.

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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: 18<sup>th</sup> May 2018**

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## 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 Director of Finance (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 Appendix 1 - List of Proposed Numbers of Members to serve on Committees

## Numbers to Serve on Swindon Borough Council Committees

Committee	Number of Members
<b>Appeals</b>	<b>25</b>
<b>Appointments</b>	<b>25</b>
<b>Audit</b>	<b>7</b>
<b>Licensing</b>	<b>15</b>
<b>Planning</b>	<b>13</b>
<b>Special</b>	<b>9</b>
<b>Scrutiny</b>	<b>13</b>
<b>Communities and Place Overview and Scrutiny</b>	<b>9</b>
<b>Adults' Health, Adults' Care and Housing Overview and Scrutiny</b>	<b>9</b>
<b>Children's Health, Social Care and Education Overview and Scrutiny</b>	<b>9</b>
<b>Growing the Economy Overview and Scrutiny</b>	<b>9</b>
<b>Resources and Corporate Overview and Scrutiny</b>	<b>9</b>
<b>Health and Wellbeing Board</b>	<b>4 (1 seat is determined by Statute. 3 additional Councillor seats have been allocated.</b>
<b>Standards</b>	<b>9</b> <b>(+2 Independent Persons, 2 co-opted Lay Members and 2 Co-opted Parish Councillor Members, all without voting rights)</b>

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

In addition to the nine Members of the Council, the Standards Committee also comprises two Independent Persons under the Localism Act 2011, two co-opted Lay Members and two co-opted Parish Councillor Members, all without voting rights. The terms of office of the Lay Members have not yet expired. It is recommended that the Council continues with two Independent Persons and that the terms of office of the current Independent Persons Mr Paul Morris and Mr Keith Strickland be extended for a further four year period. Parish Council members are appointed annually by the Council on the nomination of the parish councils within the Borough.

The Special Committee usually comprises of the Leader and Deputy Leader of the Council, the Leader and Deputy Leader of the Opposition Group on the Council

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

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

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

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

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

**Council**

**Date: 18<sup>th</sup> May 2018**

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Author: Director of Law and Democratic Services

Wards: All Wards

Parishes Affected: All Parish Area

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### **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 2018/19.
- 1.3 To note the appointments to Cabinet by the Leader of the Council, and to make appointments to Committees, other Council bodies and Outside Bodies for the Municipal Year 2018/19.
- 1.4 To note the 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 and the Special Committee.

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

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

**Council**

**Date: 18<sup>th</sup> May 2018**

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- 2.4 Appoint Councillors to serve on the Council's Committees, other Council bodies and outside bodies for the Municipal Year 2018/19 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, 2018/19 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 29, Labour 26 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 and the Standards Committee.

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

**Council**

**Date: 18<sup>th</sup> May 2018**

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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 Leader of the Council was appointed by Annual Council in May 2015 for the term of office as set out in Article 7 of the Council's Constitution.
- 3.9 Council is recommended to note the appointments to Cabinet by the Leader of the Council, and to make appointments to the Committees (Appendix 1), and other Council bodies (Appendix 2), Outside Bodies for the Municipal Year 2018/19 (Appendix 3) and note the appointments made to Member Project Groups and Cabinet Advisory Bodies by the relevant Cabinet Member (Appendix 4).
- 3.10 So far as the Standards Committee is concerned, it be noted that the Council has appointed Trevor Davies and David Dawson (Co-opted Lay Members for a 4 year term ending in 2019) and Independent Persons Paul Morris and Keith Strickland have been nominated for a 4 year term (term ending 2022) following an public advertisement and interview process. The Parish Councils within the Borough will nominate 2 Co-opted Parish Councillor Members (currently Richard Hailstone and Mike Compton).

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

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

**Council**

**Date: 18<sup>th</sup> May 2018**

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- 3.11 The Overview and Scrutiny Committee structure currently in place are reflected in this report.

## Appointments of Chairs and Vice-Chairs of Committees –

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

## **4. Alternative Options**

- 4.1 No alternative options are proposed.

## **5. Implications, Diversity Impact Assessment and Risk Management**

### Financial and Procurement Implications

- 5.1 There are no financial or procurement implications.
- 5.2 Certain Committee Chairs receive Special Responsibility Allowances. These Allowances are for the Chair of Scrutiny Committee £6,288, Leader of the Opposition £6,288, Chairs of Overview Committees £6,288, Chair of Planning Committee £6,288, Chair of Licensing Committee £6,288, Chair of Standards Committee £6,288 and Chair of Audit Committee £6,288, Leader of the Minority Group £2,096. The Chair of the Health and Wellbeing Board receives an allowance of £6,288. The “Basic” Allowance for all Councillors in 2018/19 is £8,384. Co-opted/Independent Members of the Standards Committee receive a Special Responsibility Allowance of £1,258. The Chair of the Joint Swindon and Wiltshire Police and Crime Panel, if a Swindon Councillor receives an allowance of £6,288 and the Vice-Chair of this Panel, if a Swindon Councillor receives an allowance of £2,096.

### 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.

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

**Council**

**Date: 18<sup>th</sup> May 2018**

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## 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 Director of Finance (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

## **7. Background Papers**

- 7.1 None

## **8. Appendices**

- 8.1 Appendix 1 - List of Committees
- 8.2 Appendix 2 - List of Other Council Bodies
- 8.3 Appendix 3 - List of Outside Bodies
- 8.4 Appendix 4 - List of Cabinet Members and Member Project Boards and Cabinet Member Advisory Groups
- 8.5 Appendix 5 - Appointments of Chairs and Vice-Chairs of Committee 2018/19.

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## Committees

<b>Committee</b>	<b>Number of Members</b>	<b>Political Balance Ratio</b>
<b>Appeals</b>	<b>25</b>	<b>13:11:1</b>
<b>Appointments</b>	<b>25</b>	<b>13:11:1</b>
<b>Audit</b>	<b>7</b>	<b>4:3:0</b>
<b>Licensing</b>	<b>15</b>	<b>8:7:0</b>
<b>Planning</b>	<b>13</b>	<b>7:6:0</b>
<b>Special</b>	<b>9</b>	<b>N/A 5:3:1</b>
<b>Health and Well Being Board</b>	<b>4 (1 seat is determined by Statute. 3 additional Councillor seats have been allocated.</b>	<b>N/A</b>
<b>Standards</b>	<b>9</b> <b>(+2 Independent Persons, 2 co-opted Lay Members and 2 Co-opted Parish Councillor Members, all without voting rights)</b>	<b>N/A (5:3:1)</b>
<b>Scrutiny</b>	<b>13</b>	<b>7:6:0</b>
<b>Adult's Health, Adults Care and Housing Overview and Scrutiny Committee</b>	<b>9</b>	<b>5:4:0</b>
<b>Communities and Place Overview and Scrutiny Committee</b>	<b>9</b>	<b>5:4:0</b>
<b>Children's Health, Social Care and Education Overview and Scrutiny Committee</b>	<b>9</b>	<b>5:4:0</b>
<b>Growing the Economy Overview and Scrutiny Committee</b>	<b>9</b>	<b>5:4:0</b>
<b>Resources and Corporate Overview and Scrutiny Committee</b>	<b>9</b>	<b>5:4:0</b>

## **Other Council Bodies 2018/2019**

**BOROUGH PARISH CONSULTATION MEETING (Cabinet Member)**

**DORSET AND WILTSHIRE FIRE AND RESCUE AUTHORITY (3 Members)**

**HEALTH AND WELLBEING BOARD (3 MEMBERS)**

**JOINT STRATEGIC PLANNING WORKING PARTY (7 members)**

**LOCAL SAFEGUARDING ADULTS BOARD (preferably Cabinet Members with portfolio responsibility for Adult Social Care and Community Safety)**

**LOCAL SAFEGUARDING CHILDREN'S BOARD (preferably the Cabinet Member for Children's Services)**

**WICHELSTOWE JOINT VENTURE BOARD (current Membership - The Chief Executive, the Corporate Director, Resources and Growth, and the Director of Finance (S151 Officer))**

**WILTSHIRE & SWINDON POLICE AND CRIME PANEL (4 members)**

### **Education Related Bodies:**

**LEARNING DISABILITY PARTNERSHIP BOARD (1 Member)**

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

**SWINDON ADMISSIONS FORUM (2 members + deputies)**

### **Staff Related Bodies:**

**JOINT CONSULTATIVE COMMITTEE (Leader of the Council, Deputy Leader of the Council, Cabinet Member with Portfolio Responsibility, Opposition Group Leader, Opposition Group Spokesperson, Minority Group Spokesperson)**

**JOINT SAFETY COMMITTEE (4 Members)**

## **Appointments to Outside Bodies 2018 / 2019**

**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)**<sup>7</sup>  
**Common Farm Solar CIC Directors (2 Members + 1 Officer)**  
**Cotswold Country Park (1 Member)**  
**Crickalde Country Way Partnership (1 Member)**  
**England's Economic Heartland Strategic Transport Forum (1 Member)** (Leader of the Council)  
**Great Western Enterprise (2 Members)**  
**Health and Wellbeing Board) (4 including Leader of the Council and Cabinet Member with responsibility for Health)**  
**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 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)**  
**Patrol (Parking and Traffic Regulations Outside London) Adjudication Joint Committee and Bus Lane Adjudication Service Joint Committee (1 Member- Cabinet Member with Portfolio Responsibility preferred)**  
**Plas Pencelli Management Committee (5 members)**  
**Public Power Solutions (PPS Board) (3 Members – Cabinet Member + 2 Members)**  
**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)**  
**Swindon Adoption Panel (2 Members - no Deputies)**  
**Swindon Dance Board (2 Members)**  
**Swindon Ocotal Link (5 Members including 1 from each minority group)**  
**Swindon Portage (1 member)**  
**Town Twinning Network (6 Members)**  
**Viridor Credits Environmental Company Steering Group (1 Member – by invitation 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 (all Cabinet Members and other Members as the Leader of the Council may so determine)**

**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)**

**Other CMAGs to be appointed as necessary and notice given to the Director of Law and Democratic Services**

**2) Advisory and Project Boards**

**HERITAGE BOARD (2 Members)**

**ART GALLERY PROJECT BOARD (3 Members)**

**MAJOR PROJECTS BOARD (4 Members)**

**NORTH STAR ADVISORY BOARD (5 Members – 3 Majority Group and 2 Opposition Group)**

**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)**

**LEADER'S ASSET MANAGEMENT ADVISORY GROUP**

**ADULT AND CHILDREN CMAG INCLUDING PUBLIC HEALTH**

**COMBINED AUTHORITIES CMAG**

**LOCALITY CHAIRS CMAG**

**EASTERN VILLAGES**

**DIGITAL SERVICES**

**CULTURAL AND COMMUNITY ASSETS**

**CMAG TO REVIEW INVESTMENT IN RENEWABLE INITIATIVES**

**UNDAUNTED/UNDESIGNATED LANDS CMAG**

**SWINDON ECONOMY AND REGENERATION CMAG**

**COMMUNITY GOVERNANCE REVIEW CMAG**

## Appointments of Chairs and Vice-Chairs of Committees 2018 / 2019

<b>Appeals</b>
<b>Appointments</b>
<b>Audit</b>
<b>Licensing</b>
<b>Planning</b>
<b>Special</b>
<b>Standards</b>
<b>Scrutiny</b>
<b>Adult's Health, Adult's Care and Housing Overview and Scrutiny Committee</b>
<b>Children's Health, Social Care and Education Overview and Scrutiny Committee</b>
<b>Communities and Place Overview and Scrutiny Committee</b>
<b>Growing the Economy Overview and Scrutiny Committee</b>
<b>Resources and Corporate Overview and Scrutiny Committee</b>

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## Calendar of Meetings 2018 - 2019

**Council**

**Date: 18<sup>th</sup> May 2018**

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

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### **1. Purpose and Reasons**

- 1.1 To seek Council's approval for the updated schedule of meeting dates for the Municipal Year 2018/19.
- 1.2 The Council's Constitution requires the formal confirmation of the final dates of Council meetings for the Municipal Year 2018/19, 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 2018/19 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 At its meeting on 9<sup>th</sup> November 2017, 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 2018/19 along with an indicative timetable for 2019/20 (Council Minute 60, 2017/18 refers). Proposed dates for meetings of Cabinet, Committees and other bodies are attached at Appendix 1. Any changes made since this date are indicated in bold on the timetable.
- 3.2 Since that meeting, the Leader of the Council has changed the date of the Leader's Advisory Group to allow for the better use of Members and Officers' time. The Leader is also committed to making sure both Cabinet Members and senior Officers are available to attend overview and scrutiny committees. Therefore, excluding Audit, Council, Cabinet, Planning, Scrutiny, other committee dates have been adjusted accordingly. These changes are shown in bold and a draft copy was circulated to the Party Groups before the Annual Council meeting.
- 3.3 It is also proposed that the Director of Law and Democratic Services, in consultation with the Leader of the Council, should be authorised to vary the meeting dates for meetings of the Council, the Cabinet, Committees and Other Swindon Borough Council bodies as set out in the Appendix, should this prove necessary for the efficient discharge of Council business.

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Further information on the subject of this report can be obtained from Steve Jones, 01793 463602, [stevejones@swindon.gov.uk](mailto:stevejones@swindon.gov.uk)

**4. Alternative Options**

- 4.1 No alternative options are proposed.

**5. Implications, Diversity Impact Assessment and Risk Management**

Financial and Procurement Implications

- 5.1 There are no financial or procurement implications.

Legal and Human Rights Implications

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

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

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

Diversity Impact Assessment

- 5.4 A Diversity Impact Assessment has not been completed for this report as no changes in services are being proposed.

Risk Management

- 5.5 There are no risk management implications.

**6. Consultees**

- 6.1 The Director of Finance (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 2018/19.

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

### Swindon Borough Council Calendar of Meetings 2018 - 2019

Meeting		Ctte Officer	Day	Time	2018								2019				
					May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Groups	Conservative Group Meetings	DC	M	18:00	8 (Tu), 14, 18 (F)	4,25	9	6	3, 17	8	5,20	3	7, 21	4, 18	11	1	7 (Tu), 13, 17 (F)
	Labour Group Meetings	MB	M	18:00	8 (Tu), 14, 18 (F)	4	2, 9	6	3, 17	1	5	3	7, 21	4, 18	11	1	7 (Tu), 13, 17 (F)
	Liberal Democrat Group Meetings	Cllr SP	-	-	Meetings arranged as required												
	Member Training	VY	Var	Var	8,9,21, 22, 23	6				15, 23,24	14		2, 28	21, 27			7, 8, 20,22, 23
Executive & Regulatory	Council (normally preceded by Group meetings)	SB	Th	19:00	18 (A) (2.30pm)		12		20		8		24	21 (B) 25 (R)		4	17 (A) (2.30pm)
	Cabinet (Open Forum at 18:00, Cabinet will start at the end of open forum)	SJ	W	18:00		13	11		5	17		5		6	13	10	
	Cabinet briefing meetings (as required)	SJ	M	17:00		11	9		3	15		3		4	11	8	
	Cabinet agenda meetings	SJ	Tu	17:00	22	19		15 (W)	25		13		15	19	19		
	Cabinet Panel on School Organisation	SJ	-	-	Meetings arranged as required												
	Standards Committee	VY	M	17:00			2				5		21		25		
	Audit Committee	IT	Tu	18:00		5	30		11		27			5	20		
	Planning Committee	IT	Tu	18:00	1	12	10	14	11	9	13	11	8	12	12	9	21
	Licensing Committee	SB	Var	17:30	18 (F)	14			27			17			14		17 (F)
	Licensing Panel	SB	-	-	Meetings arranged as required												
	Appeals Committee	SB	-	-	18 (F)	Meetings arranged as required											17 (F)
	Appointments Committee	SB	-	-	18 (F)	Meetings arranged as required											17 (F)
Overview & Scrutiny	Scrutiny Committee	VY	M	18:00		18	16	13	10	22	19	10	14	11	18	15	
	Adults' Health, Adults' Care and Housing	RGG	Tu	18:00		21 (Th)			12 (W)		6		29		5	30	
	Children's Health, Social Care and Education	RGG	W	18:00			4		19		28		23		20	30	
	Communities and Place	SB	W	18:00		27			4 (Tu)		21		9		6		
	Growing the Economy	IT	W	18:00		20			26		7		30		27		
	Resources and Corporate	IT	M	18:00		11				2	26		16 (W)		4		
CMAGS	Benefits Strategy & Welfare Reform Group	Lead	-	-	Meetings arranged as required												
	Equality Advisory Group CMAG	RGG	W	12:45		20			5		7			6		3	
	Housing Management CMAG	SB	W	18:00			18			10			30		7		
	Shareholder Panel CMAG	DCC	TBC	TBC			17					18					

Meeting		Ctte Officer	Day	Time	2018								2019				
					May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Other Formal Bodies	Health and Wellbeing Board (*Chair's Advisory Group meeting)	SB	W	14:00	23	13 *	11		12 *	10	14 *	12		13 *	13	17 *	
	One Swindon Board	VY	Tu	18:00		5				16			22		12		
	Council Joint Consultative Committee	IT	Th	14:00			5			11			10		7		
	Joint Safety Committee	IT	Tu	13:00		26				16			22				
	Standing Advisory Council on Religious Education (SACRE)	RGG	Tu	18:00		26						4			26		
	Schools Forum	RGG	Tu	16:00			17			2			16 (W)			2	
	Wiltshire & Swindon Police & Crime Panel	-	Var	10:00		TBA			6 TBA			7 TBA					
	Dorset & Wiltshire Fire & Rescue Authority	-	Var	10:00	17	6			4, 28		7	13		12, 20			
	Local Safeguarding Childrens Board	Lead	Tu	13:30		12			18			11 TBA					
	Local Safeguarding Adults Board	Lead	Var	14:00				17 (F) TBA			15 TBA			14 TBA			23 TBA
Advisory	Archaeological Advisory Body	RGG	Th	15:00			19				1			7			
	Corporate Parenting Advisory Board	SB	M	17:00		18			24		12				4		
	Member Development Advisory Group	VY	Tu	17:30						3					5		
	Town Twinning Network	IT	W	18:00		6				3		12				3	
Dates	Bank Holidays	-	-	-	7, 28			27				25, 26	1			19,22	6,27
	Swindon School Holidays	-	-	-	29 - 31	1	27-31	1 - 31		25-31		18 - 29		12 - 16		3 - 13	28 - 31
	Expected election period	-	-	-	1 - 3										26 - 31	1 - 30	1 - 2
<b>Key:</b> (M)=Monday, (Tu)=Tuesday, (W)=Wednesday, (Th)=Thursday, (F)=Friday, (B)= budget meeting, (R)=reserve date, (A)=Annual Council <b>Committee Officer Column:</b> SJ = Steve Jones, SB = Shaun Banks, VY = Vicki Yull, IT = Iain Tucker, RGG = Rita Glen-Gallo, DC = Douglas Chanda-Campbell, MB = Matthew Bradley, Cllr SP = Cllr Stan Pajak.																	