

# SUMMONS

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**Meeting:** Council

**Place:** Council Chamber - Wiltshire Council Offices, County Hall, Trowbridge

**Date:** Tuesday 16 October 2018

**Time:** 10.30 am

**Councillors are reminded to sign the attendance book before entering the Council Chamber**

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Press enquiries to Communications on direct lines (01225) 713114/713115.

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## **Public Participation**

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#). For assistance on these and other matters please contact the officer named above for details

## **PART I**

Items to be considered while the meeting is open to the public

1 **Apologies**

To receive any apologies for absence for the meeting.

2 **Minutes of Previous Meeting** (*Pages 9 - 62*)

To approve as a correct record and sign the minutes of the last meeting of Council held on 10 July 2018.

3 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

4 **Announcements by the Chairman**

To receive any announcements from the Chairman.

## **PETITIONS**

5a) **Petitions Received**

One petition has been received for presentation to the meeting - Mr Dennis Kidd will present a petition in relation to Elm Grove Farm, Trowbridge and the Housing Sites Allocations Plan.

5b) **Petitions Update** (*Pages 63 - 66*)

A report on petitions received since the last meeting of Council.

## **PUBLIC PARTICIPATION**

6a) **Statements**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named above for any further clarification.

## 6b) **Questions**

### Questions

To receive any questions from members of the public received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above (acting on behalf of the Corporate Director) no later than 5pm on Tuesday 9 October in order to receive a written response, and no later than 5pm on Thursday 11 October in order to receive a verbal response. Please contact the officer named on the first page of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Councillors prior to the meeting and made available at the meeting and on the Council's website.

## **ANNUAL REPORTS**

### 7 **Annual Report from the Corporate Parenting Panel** (*Pages 67 - 88*)

To receive a report from the Corporate Director, and hear a presentation from a care leaver.

## **POLICY FRAMEWORK AND ITEMS FOR COUNCIL**

### 8 **Council Tax Exemption for Care Leavers** (*Pages 89 - 108*)

To receive a report from the Corporate Director, following consideration by Cabinet on 9 October 2018.

The final recommendation of Cabinet will be circulated by supplement ahead of the Council meeting.

### 9 **Care Leavers- A Local Offer** (*Pages 109 - 120*)

To receive a report from the Corporate Director.

- 10 **Electoral Review of Wiltshire Council - Stage One Consultation Submission to the Local Government Boundary Commission for England**  
*(Pages 121 - 298)*

To receive a report from the Corporate Director.

- 11 **Amendment to the Terms of Reference for the Electoral Review Committee**  
*(Pages 299 - 304)*

To receive a report from the Corporate Director.

- 12 **Gambling Act 2005 Statement of Principles** *(Pages 305 - 368)*

To receive a report from the Corporate Director

### **COUNCILLORS' MOTIONS**

- 13 **Notices of Motion**

To consider the following notices of motions:

- 13a) **Motion No. 10 - Discounted Leisure Services - Cllrs Brian Dalton and Ian Thorn** *(Pages 369 - 370)*

- 13b) **Motion No. 11 -Brexit Impact Assessment - Cllrs Clare Cape and Ian Thorn** *(Pages 371 - 372)*

### **CONSTITUTIONAL UPDATES**

- 14 **Proposed Changes to the Constitution** *(Pages 373 - 456)*

To receive a report from the Corporate Director.

### **OTHER ITEMS OF BUSINESS**

- 15 **Request for Councillor Extended Leave of Absence - Cllr David Jenkins**  
*(Pages 457 - 460)*

To consider a request for extended leave of absence.

## COUNCILLORS' QUESTIONS

### 16 Councillors' Questions

Please note that Councillors are required to give notice of any such questions in writing to the officer named on the first page of this agenda (acting on behalf of the Corporate Director) not later than 5pm **on Tuesday 9 October 2018**. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Councillors prior to the meeting and made available at the meeting and on the Council's website.

## APPOINTMENTS

### 17 Membership of Committees

To determine any requests from Group Leaders for changes to committee membership in accordance with the allocation of seats to political groups previously approved by the Council.

## MINUTES OF CABINET AND COMMITTEES

### 18 Minutes of Cabinet and Committees

- a. The Chairman will move that Council receives and notes the minutes of Cabinet and the various Committees of the Council as listed in the Minutes Book at [this link](#).
- b. The Chairman will refer to Cabinet and each Committee in turn:
  - i. The Leader, Cabinet members and Chairmen of Committees will be invited to make any important announcements.
  - ii. Councillors will be given the opportunity to raise questions on points of information or clarification on the minutes presented.
- c. Councillors will be given an opportunity to raise general issues relating to Area Boards but not specific local issues.
- d. Councillors will be given an opportunity to raise any questions on the minutes of the Dorset and Wiltshire Fire Authority.

## PART II

**Items during consideration of which it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed.**

**None**

**Dr Carlton Brand  
Corporate Director**

**Alistair Cunningham  
Corporate Director**

**Terence Herbert  
Corporate Director**

**Wiltshire Council  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN**

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## **COUNCIL**

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### **MINUTES OF THE COUNCIL MEETING HELD ON 10 JULY 2018 AT COUNCIL CHAMBER - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.**

#### **Present:**

Cllr Ben Anderson, Cllr Pat Aves, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Richard Britton, Cllr Derek Brown OBE, Cllr Allison Bucknell (Chairman), Cllr Clare Cape, Cllr Trevor Carbin, Cllr Mary Champion, Cllr Pauline Church, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Mark Connolly, Cllr Christine Crisp, Cllr Anna Cuthbert, Cllr Jane Davies, Cllr Andrew Davis, Cllr Matthew Dean, Cllr Tony Deane, Cllr Stewart Dobson, Cllr Mary Douglas, Cllr Peter Evans, Cllr Sue Evans, Cllr Nick Fogg MBE, Cllr Peter Fuller, Cllr Richard Gamble, Cllr Sarah Gibson, Cllr Gavin Grant, Cllr Jose Green, Cllr Howard Greenman, Cllr Mollie Groom, Cllr David Halik, Cllr Deborah Halik, Cllr Russell Hawker, Cllr Ross Henning, Cllr Darren Henry, Cllr Mike Hewitt, Cllr Alan Hill, Cllr Sven Hocking, Cllr Ruth Hopkinson, Cllr Atiqul Hoque, Cllr Jon Hubbard, Cllr Chris Hurst, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Simon Jacobs, Cllr George Jeans, Cllr David Jenkins, Cllr Johnny Kidney, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Jim Lynch, Cllr Brian Mathew, Cllr Laura Mayes, Cllr Ian McLennan, Cllr Ashley O'Neill, Cllr Paul Oatway QPM, Cllr Steve Oldrieve, Cllr Graham Payne, Cllr Andy Phillips, Cllr Horace Prickett, Cllr Leo Randall, Cllr Fleur de Rhé-Philippe, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Tom Rounds, Cllr Baroness Scott of Bybrook OBE, Cllr Jonathon Seed, Cllr James Sheppard (Vice-Chairman), Cllr John Smale, Cllr Hayley Spencer, Cllr Toby Sturgis, Cllr John Thomson, Cllr Ian Thorn, Cllr Tony Trotman, Cllr John Walsh, Cllr Bridget Wayman, Cllr Fred Westmoreland, Cllr Philip Whalley, Cllr Stuart Wheeler, Cllr Roy While, Cllr Philip Whitehead, Cllr Jerry Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill

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At the beginning of the meeting the Leader of the Council, Baroness Scott of Bybrook OBE, provided an update to councillors on the developing situations regarding the incidents in Amesbury and Salisbury, in particular on behalf of the Council offering condolences to the family and friends of Dawn Sturgess.

#### **44 Apologies**

Apologies for absence were received from Councillors Phil Alford, Brian Dalton, Bill Douglas, Bob Jones MBE, Nick Murry, Stewart Palmen, Christopher Newbury and Melody Thompson.

Councillor Johnny Kidney also gave apologies that he would have to leave the meeting at 1230.

#### 45 Minutes of Previous Meeting

The minutes of the Meeting held on 22 May 2018 were presented.

#### Resolved:

**That the minutes of the last Council meeting held on 22 May 2018 be approved as a correct record and signed by the Chairman.**

#### 46 Declarations of Interest

Councillor Johnny Kidney declared a pecuniary interest in item 7 - Wiltshire Housing Site Allocations - and stated that he would leave the chamber for that item.

#### 47 Announcements by the Chairman

1) The Chairman drew attention the engagements attend by herself and the vice-chairman since the last meeting of council as follows:

##### Events Attended by the Chairman

23 May 2018	Chippenham Town Council Mayor's Investiture, Town Hall, High Street, Chippenham
29 May 2018	Malmesbury Town Council Robing Ceremony, Town Hall, Malmesbury
31 May 2018	Grand Final of Elite Cycling, OVO Energy Tour Series cycle event, Market Square, Salisbury
10 June 2018	Salisbury Cathedral Evensong to commemorate the centenary of the end of the First World War, RBL (Royal British Legion) and SSAFA (Soldiers, Sailors, Airmen and Families Association), Salisbury
12 June 2018	Afternoon tea, by invitation of Baroness Ruby McGregor-Smith CBE, on behalf of Employers Network for Equality and Inclusion, Cholmondeley Room, House of Lords
17 June 2018	Malmesbury Choral Evensong, Malmesbury Abbey
21 June 2018	Attendance at start of Bustard cycle ride in support of Wiltshire Mind, County Hall
22 June 2018	Attendance at visit by TRH The Prince of Wales and The Duchess of Cornwall to the Maltings and the Guildhall, Salisbury, supporting the city and people of Salisbury in its recovery following the incident in March

5 July 2018 High Sheriff's and Wiltshire Community Foundation Summer Reception, STEAM Museum, Swindon

Events Attended by the Vice-Chairman

24 June 2018 Marlborough Town Council Civic Service, St Mary's Church, Marlborough

30 June 2018 Wiltshire Armed Forces and Veterans' Celebrations, Trowbridge Park

1 July 2018 Fovant Badges Drumhead Service, East Farm, Fovant

2) The Chairman led congratulations for Kartar Singh, Senior Corporate Support Officer, who had won the Local Government Challenge which had taken place at the Local Government Association Conference on 4 July 2018 with his proposal to use unwanted, recyclable plastic as a substance that can be mixed with aggregate and used in the binder and base courses of the bituminous layers when filling potholes to produce significant savings. A prize of £10,000 had been awarded for Wiltshire Council to further research the proposal.

3) The Chairman also joined the Cabinet Member for Highways, Transport and Waste, Councillor Bridget Wayman, in thanking the 129 refuse staff who would be transferring to the new contractor, for their excellent service in all weather conditions.

**48 Petitions**

**48a) Petitions Received**

It was reported that no petitions had been received for presentation at the meeting.

**48b) Petitions Update**

An update report was provided detailing that one petition had been received since the last meeting of the Council, with details of the responding action set out in the report. Following a motion from Councillor Allison Bucknell, seconded by Councillor James Sheppard, it was,

**Resolved:**

**That Council notes this update on petitions as set out in the Appendix to the report.**

**49 Public Participation**

A statement was received from Mr Brian Warwick, Older Person's Champion, who was stepping down from the role following his 87<sup>th</sup> birthday and thirty years involvement

with the council. He thanked the council for the support he had received and the respect and fairness with which he had been treated. He urged councillors to look to the future and hoped that the council could become an officer age friendly community in time, recognising the positive achievements the council had made for older people, and its strong, compassionate ethos.

On behalf of the Council the Leader of the Council, Baroness Scott of Bybrook OBE, thanked Mr Warwick for his dedicated work with the council and for its residents over many decades in a variety of roles, and his constructive challenge on many issues.

The Chairman of the Children's Select Committee, Councillor Jon Hubbard, added his particular thanks to Mr Warwick for his service, including his involvement with Melksham Area Board which he hoped would continue in some form.

## **50 Wiltshire Housing Site Allocations Development Plan Document - Proposed Submission Materials**

At the invitation of the Chairman, Councillor Toby Sturgis presented the report provided an update to Cabinet on the outcome of the formal consultation on the 'Wiltshire Housing Site Allocations Plan - Pre-submission draft plan (June 2017); and recommended that the Plan, together with a schedule of Proposed Changes, should be approved for the purposes of submission to the Secretary of State and commencement of the independent Examination process; and sought delegated authority to make appropriate arrangements for submitting the prescribed documents and supporting materials to the Secretary of State; and respond to any consequential actions as directed by the Inspector relating to the Examination.

In moving his recommendation, subsequently seconded by Councillor Darren Henry, Councillor Sturgis referred to agenda supplement one which contained the extract of the minutes from the Cabinet meeting on 3 July 2018, and the supplementary paper which detailed the revised schedule of proposed changes.

### Public Participation

At the invitation of the Chairman, Mr Lance Allan of Trowbridge Town Council addressed the meeting the questions and answers published in the supplement as was afforded the opportunity to ask supplementary questions.

- Can the amount of windfall allowance for Trowbidge be clarified?
- Can the Council make it clear that Biss Farm is not park of Ashton Park
- In relation to the number of houses allocated to each HMA, what degree of flexibility is acceptable that hasn't been applied so far?
- Can the Council clarify what the proposals are for the rural buffer in North Bradley?
- In relation to the maintenance of open countryside, what is the acceptable level?

Councillor Sturgis indicated that a written response would be given to each supplementary question.

The meeting then heard statements from Lance Allan of Trowbridge Town Council, Andrew Rushton and Dennis Kidd.

### Debate

Group Leaders then commented on the proposal as follows:

Baroness Scott of Bybrook OBE expressed her support for the proposals and that many community concerns had been addressed.

Councillor Ian Thorn expressed support in principle, including praise for the efforts of Councillor Sturgis and Councillor Henry for meeting with the community to consider their concerns. Furthermore, he emphasised the importance of design and infrastructure in supporting sustainable development.

Councillor Ernie Clark stated that he supported the plan in principle but that he remained concerned over specific element which he would plan to bring up with the Inspector.

Councillor Ricky Rogers stated that he broadly supported the plan but that he would listen to the debate with an open mind.

The Chairman then invited comments in debate.

Councillor Peter Fuller spoke in support of the views submitted by Trowbridge Town Council and expressed concern that the rural buffer between the town and the villages be protected; and emphasised the importance of balance between employment and housing land.

Councillor Josie Green emphasised the concern of her community and the need for sufficient infrastructure to support development.

Councillor Graham Wright thanked Councillor Henry for listening to and responding to their concerns.

Councillor Graham Payne stated that he could not support the plans due to elements in relation to Trowbridge which he felt had already taken its share of housing, and did not believe sufficient infrastructure would be in place to support development.

Councillor Edward Kirk expressed some of the accuracy of some information used in the consultation.

Councillor Steve Oldrieve proposed, subsequently seconded by Councillor Ruth Hopkinson, an amendment to the motion that had been considered and proposed by Trowbridge Town Council. The wording of the amendment is appended to these minutes.

In support of his amendment, Councillor Oldrieve stressed that this amendment would protect the greenbelt, prioritised the brownfield sites and supported the wishes of the community.

In response to the amendment, Councillor Sturgis stated that the development plan document is in accordance with the core strategy and could not support the amendment which creates an unsound plan. He stated that the views and evidence submitted by Trowbridge Council would be considered by the Inspector.

Councillor Ernie Clark spoke in support of the motion and emphasised the importance of infrastructure to support development.

Having been put to a recorded vote, the amendment was LOST.

*Votes against the motion (60)*

*Votes for the motion (23)*

*Abstained (4)*

The meeting then returned to the substantive motion:

Councillor Jon Hubbard stated that whilst he understood the concerns of individual communities, that the Council should support the plan as the consequences of having developer-led development was too negative.

Councillor Ross Henning stated that he could not support the plan as it does not adequately meet the needs of the community.

In summary, Councillor Sturgis stated that there would be a further review of the Core Strategy/Local Plan and that communities should be encouraged and supported to develop their own Neighbourhood Plans.

At the conclusion of the debate, and having been put to the vote, the meeting;

**Resolved:**

**That having considered the outcome of the formal consultation, Council agree:**

- (i) To approve the draft Plan as sound and legally compliant, as set out in Appendix 1;**
- (ii) To approve the schedule of Proposed Changes to the draft Plan in Appendix 1, as set out in Appendix 2 subject to the additional proposed changes in the Addendum to the Cabinet report and further additional proposed changes set out below, for submission to the Secretary of State for Housing, Communities and Local Government to inform and assist the Examination process:**
  - (a) Policy 1 to delete site allocations H1.2, H1.3 and H1.4 in relation to Market Lavington and delete section on Devizes Community Area at paragraphs 5.22 to 5.37,**



*Votes for the motion (70)*  
*Votes against the motion (15)*  
*Abstained (2)*

**51 Electoral Review of Wiltshire Council - Supplementary Submission to the Local Government Boundary Commission for England**

A report was presented by the Chairman of the Electoral Review Committee and Cabinet Member for Corporate Services, Housing, Heritage, Arts and Tourism, Councillor Richard Clewer, setting out a proposed supplementary submission to the Local Government Boundary Commission for England (LGBCE).

This had been requested by the LGBCE following the meeting of Council on 20 February 2018, where Council had approved a submission arguing a council size of 99 was the most appropriate moving forward. Councillor Clewer detailed the specific additional questions that had been raised in response to the Council's initial submission, as well as other communication with the LGBCE. Following additional meetings, the Electoral Review Committee had concluded that the evidence continued to demonstrate that a council size of 99 was most appropriate.

The draft supplementary submission in response to the comments of the LGBCE was set out in Supplement 2, and it was explained that a further annex setting out technical details would be included when it was submitted. Additional information included the impact of disclosable interests on quoracy at Area Boards, the number and scale of planning committees, comparisons with local authorities as suggested by the LGBCE, and at what point committees would be unable to function at their most effective level.

A motion was moved by Councillor Richard Clewer, seconded by Councillor Christopher Williams, as follows:

*That Council:*

*i) Notes the current position and the request from the Commission seeking supplementary information on the Council's original submission (Annex A);*

*ii) Approves the supplementary information set out in Annex B as the basis of the response to the Commission's letter, subject to any minor drafting and consequential changes to be delegated to the Director of Legal and Democratic Services after consultation with the Chairman of the Electoral Review Committee.*

Group Leaders then commented on the proposal as follows:

Baroness Scott of Bybrook OBE supported the proposal and emphasised the unique local decision-making arrangements in Wiltshire which made comparisons with other local authorities inappropriate.

Councillor Ian Thorn stated he could not support the proposal, as he considered that using the relevant criteria as detailed by the LGBCE the evidence did not support a council size of 99, as although the Council rightly prided itself on its area board arrangements, the communication of the LGBCE indicated they would not give that the



weight the Council would prefer. He also noted a compromise proposal of 93 had been raised as a possibility, and that the officers of the council and the public were a relevant audience in making their recommendation.

Councillor Ernie Clark stated he supported the comments of the Leader of the Council, and raised concerns that a significant reduction in councillors would prohibit many members, particularly those with full time work and other commitments, from serving an electorate appropriately.

Councillor Ricky Rogers stated he supported the proposal which was supported by strong evidence, and highlighted that the fundamental issue was that of democratic representation, not costs, and noted the already significant decrease in councillors in 2009 following the creation of the Unitary Authority.

A debate was then opened for other members of the Council. During debate an amendment was moved by Councillor Gavin Grant, seconded by Councillor Clare Cape, as follows:

*That on the basis of the evidence, and in light of the questions raised by the Local Government Boundary Commission for England, to amend the recommendation that Full Council support a proposed council size of 85.*

*That this size of Council:*

- *Enables the full and effective functionality of the current structure of this Council's committees above the absolute minimum number presented to the Electoral Review Committee with a modest reduction in the number of committee places on Scrutiny Committees from 54 to 44, and of Planning committees from 52 to 43, and small reductions in the number on both Licensing and Audit Committees.*
- *Recognises the appropriate weighting of the roles of this council's Chair and Vice Chair, Cabinet Members and Portfolio Holders, Chairs and members of Committees and Panels*
- *Enhances democratic fairness and community cohesion in recognising that the likely electoral size of wards will be that already serviced by several existing councillors.*
- *Sustains our existing Area Board structure*
- *Recognises the uniqueness of Wiltshire and its Council, while aligning our number of councillors more consistently with other unitary authorities and in particular those most recently reviewed by, or engaged with, the Local Government Boundary Commission for England.*

*That this Council authorises the delegation of the drafting and consequential changes to the Council's submission to the Director of Legal and Democratic Services in consultation with the Chairman of the Electoral Review Committee and, if necessary, seek a short extension to the deadline for receipt of this submission from the Electoral Review Commission for England.*

Comments in support of the amendment included that evidence considered during the electoral review process indicated the Council's committee structure could be reduced to some degree without compromising the effectiveness of their operation, and that as administrative arrangements already existed for several community areas and Area Boards which had fewer than four councillors, such arrangements could be replicated in other areas and sustain the existing structure even with a reduction of 13 councillors overall. It was also said that the original historic and academic work to identify the community areas of Wiltshire did not identify areas which matched precisely the areas as had been adopted in 2009, and could therefore be further amended by some amount.

It was further stated that the amendment was more realistic in light of the comments and previous actions of the LGBCE, in particular that they did not accept an increase of population and electorate meant no change was needed.

Comments in opposition to the amendment included that while a small reduction in committee places in some instances was possible, a reduction as required by the proposed amendment would be at a level beyond their effective limit in not allowing for contingencies. Additionally, community areas and boards would effectively cease to exist as the reduction would in effect require entirely new administrative boundaries which did not reflect genuine communities. This would also have an impact on council partners who based their council interactions and public consultation arrangements on the existing boards.

Other comments included that the amendment would have an unacceptable impact on the council's effective scrutiny operations, that public representation would be reduced in particular for rural areas, that as the electorate was increasing there was no need to reduce councillors, and that further combinations of communities necessitated by a reduction suggested by the amendment would be artificial and reduce effectiveness of localised decision making.

Following a vote, the amendment was rejected.

*Votes for the motion (14)*

*Votes against the motion (74)*

*Abstained (1)*

Debate then continued on the original motion.

Additional comments raised in debate on the motion included concerns that the LGBCE's comments might indicate they had a predisposition to reduce councillor numbers, that as vital as Area Boards were to the council's position they required further support, that the cohort of comparator councils provided by the LGBCE was illogical, and that a reduction requiring the combination of rural and urban divisions was not suitable. It was also raised the county underwent significant change in 2009 when the Council was created, and after several years developed into an effective new body. Disrupting that effectiveness for several more years from 2021 without need was felt to be unnecessary.

At the conclusion of debate, it was,

**Resolved:**

**That Council:**

- 1) Notes the current position and the request from the Commission seeking supplementary information on the Council's original submission (Annex A);**
- 2) Approves the supplementary information set out in Annex B as the basis of the response to the Commission's letter, subject to any minor drafting and consequential changes to be delegated to the Director of Legal and Democratic Services after consultation with the Chairman of the Electoral Review Committee.**

*Votes for the motion (74)*

*Votes against the motion (14)*

*Abstained (0)*

**52 Amendment to Treasury Management Strategy**

A report was presented by the Cabinet Member for Finance, Procurement, IT and Operational Development, Councillor Philip Whitehead, setting out proposed amendments to the Treasury Management Strategy to include a new class of alternative investments to available list of non-specified investments, and an amendment to the Minimum Revenue Provision Policy, to allow for an alternative method of calculation where appropriate. The Cabinet had considered the item at its meeting on 12 June 2018.

Following a motion from Councillor Philip Whitehead, seconded by Councillor Jerry Wickham, it was,

**Resolved:**

- 1) To approve an amendment to the Treasury Management Strategy 2018/19, to include a new class of alternative investments to the available list of non-specified investments (as set out in report).**
- 2) To approve an amendment to the Minimum Revenue Provision Policy, to allow for an alternative method of calculation, where appropriate (as set out in report).**

*Votes for the motion (72)*

*Votes against the motion (0)*

*Abstained (0)*

**53 Designation of the Statutory Position for Director of Adult Social Services**

The Leader of the Council, Baroness Scott of Bybrook OBE, introduced the item as set out in Supplement 1 and which had been considered by Cabinet at its meeting on 3 July 2018. Cabinet determined to make changes to the senior management structure

of the council following the decision to reconsider the appointment of the vacant fourth Corporate Director role, which was to have been a joint post with the Wiltshire Clinical Commission Group. As part of those changes it fell within the responsibility of Full Council to amend which role within the structure was to be designated as the statutory Director of Adult Social Services, in this case to the Corporate Director, Adult Care and Public Health. Council was also requested to delegate to the Monitoring Officer any necessary further changes to the Constitution arising from the proposals.

Following a motion from Baroness Scott of Bybrook OBE, seconded by Councillor John Thomson, it was,

**Resolved:**

- 1) To designate the statutory Director of Adult Social Services to the role of Corporate Director Adult Care & Public Health as outlined in paragraph 17 of the Cabinet report.**
- 2) To delegate any appropriate changes to the Constitution arising from the senior management structure changes to the Monitoring Officer.**

*Votes for the motion (67)*

*Votes against the motion (1)*

*Abstained (1)*

## **54 Notices of Motion**

The following Notices of Motion were received for the meeting.

### **54a) Notice of Motion No.8 - Helium Balloons & Sky Lanterns**

At the invitation of the Chairman, Councillor Peter Hutton proposed the motion as detailed in the agenda, and was seconded by Councillor James Sheppard. In moving her motion Councillor Hutton emphasised the importance of involving parish and town councils in this issue.

In responding to the motion, the Cabinet Member for Public Protection, Councillor Jerry Wickham stated that he supported the motion. Having been proposed by the Chairman and seconded by the Vice-Chairman, and following approval of the meeting, the motion was debated.

Matters raised in the debate included: whether the issue should be discussed outside of the review of the core strategy; whether existing policies give sufficient support to tree planning; the community and wider benefits of increasing the number trees; and whether the policy would work in an urban and rural environment.

Councillor Bridget Wayman proposed that an amendment be made that the Secretary of State for Environment, Food and Rural Affairs be written to request

that a national wide ban on the release of helium balloons & sky lanterns be added. The proposer and seconder accepted the amendment as friendly and it thus formed part of the substantive motion.

Matters raised in the debate included: whether other land owners could be encouraged to take similar steps; the risk of fire and the harm to animals; how the area boards can draw attention to the resolution; the possible input on businesses; how legitimate scientific or schools use can be protected; how the use of our land for events is controlled, and how this process can be amended to accommodate this.

During debate the mover and seconder accepted a friendly amendment from Councillor Jon Hubbard that the words 'for recreational purposes' be inserted after the words 'helium balloons' to enable their use for scientific or educational purposes.

At the end of the debate, having been put to the vote, the meeting,

**Resolved:**

- 1) To delegate to the Corporate Director for Place, in consultation with the Cabinet Members for Waste and Property, to introduce a policy to prohibit the release of helium balloons for recreational purposes or sky lanterns on land in the ownership of the Council, or under its control; and**
- 2) To ask officers to contact all Town and Parish Councils in the Wiltshire Council area to make them aware of the risks to the environment, public, and animals from helium balloons and sky lanterns, and to ask them to consider taking steps to prohibit the release of balloons or sky lanterns on land in their ownership or under their control.**
- 3) That a letter be sent the Secretary of State for Environment, Food and Rural Affairs be written to request that a national wide ban on the release of helium balloons & sky lanterns.**

*Votes for the motion (70)*

*Votes against the motion (0)*

*Abstained (5)*

**54b) Notice of Motion No.9 - The Inclusion of Tree Planting in Future Planning**

At the invitation of the Chairman, Councillor Pat Aves proposed the motion as detailed in the agenda, and was seconded by Councillor Brian Mathew. In moving her motion Councillor Aves highlighted the importance of trees in improving health and wellbeing; how trees make a housing estate more liveable; and their impact on visual environment.

In responding to the motion, the Cabinet Member for Planning, Councillor Toby Sturgis, stated: that whilst he appreciated the sentiment behind the motion, he

argued that the management of additional trees should be considered given the risk for subsidence when trees are planted without sufficient management; and that this issue could be considered as part of the review of the core strategy.

Having been proposed by the Chairman and seconded by the Vice-Chairman, and following approval of the meeting, the motion was debated.

Matters raised in the debate included: whether the issue should be discussed outside of the review of the core strategy; whether existing policies give sufficient support to tree planning; the community and wider benefits of increasing the number trees; and whether the policy would work in an urban and rural environment. During debate the mover and seconder accepted a friendly amendment from Councillor Jon Hubbard as follows:

*That Wiltshire Council consider including the adoption of a policy in the forthcoming review of the council's local plan that requires developers to plant a minimum of 25% tree coverage (by canopy) on all new housing estates, ~~and that this should be included in Wiltshire Council's Local Plan Review of its Core Strategy~~*

At the end of the debate, having been put to the vote, the motion was LOST

*Votes for the motion (30)*

*Votes against the motion (40)*

*Abstained (4)*

## 55 Councillors' Questions

The Chairman reported receipt of four questions for the meeting from Councillors, details of which were circulated in Agenda Supplement 1.

Councillor were then permitted to each ask one relevant supplementary question per question submitted and where they did so, the relevant Cabinet member responded as summarised below:

- 1) 18-12 Councillor Ruth Hopkinson to Councillor Jerry Wickham – Health and Wellbeing Board

In response to a supplementary on what reforms were proposed for the Health and Wellbeing Board, Councillor Wickham drew attention to page 112 of the CQC report, detailing changes that were being implemented across eight themes including the Health and Wellbeing Board, and details of an action plan that would be taken to the Health Select Committee.

- 2) 18-13 Councillor Edward Kirk to Councillor Bridget Wayman – Car Parking

In response to a supplementary on calls from government to provide free car parking in town centres Councillor Wayman stated that it was not government policy to do so, though a single MP had suggested it.

3) 18-14 Councillor Ian Thorn to Councillor Jerry Wickham – Mental Health (advocacy)

In accordance with the constitution a verbal response was provided and a written copy provided following the meeting:

*Wiltshire Council (jointly with Wiltshire CCG) commissions a county-wide advocacy service from Rethink. This incorporates the following types of advocacy:*

- *Generic*
- *Independent Mental Health Advocacy (IMHA)*
- *Independent Mental Capacity Advocacy (IMCA) and Independent Mental Capacity Advocacy – Deprivation of Liberty Safeguards (IMCA DoLS)*
- *Care Act*

*Quarterly contract monitoring meetings take place between commissioners and Rethink. The most recent meeting was 27 April, with the next meeting due to take place on 17 July. Extensive monitoring data is provided. Information provided for Q4 2017/18 (1 Jan 18 – 31 March 18) indicated a caseload of 342 individuals (across all types of advocacy). During the entirety of 2017/18, approximately 13,500 hours of advocacy were delivered across all types.*

*As demand for advocacy, particularly statutory (IMHA, IMCA and IMCA DoLS) and Care Act has increased beyond what predicted levels, this has impacted on the capacity of the service and waiting lists have increased as a result. As of the end of quarter 4 17/18, there were 80 cases on the waiting list across all areas of advocacy.*

*To alleviate this, the Council has spot-purchased advocacy with Rethink outside of the contract where they have been able to bring in bank and temporary advocates. This is not sustainable so options are currently being considered around increasing funding, and therefore capacity, within the service to reduce – and remove – waiting lists and to ensure a better, more timely, experience for those referred.*

In response to a supplementary Councillor Wickham confirmed the spot purchased advocacy applied to the 80 cases referred to.

4) 18-15 Councillor Ian Thorn to Councillor Jerry Wickham – Mental Health (safeguarding)

In accordance with the constitution a verbal response was provided and a written copy provided following the meeting:

*Wiltshire Council's Adult Social Care Service has well established robust systems in place to deal with Adult Safeguarding. The current Safeguarding processes are based on the statutory requirements identified within the Care Act 2014 and our policies, protocols and working practices are all Care Act Compliant. The Council is the lead agency in Wiltshire for Adult Safeguarding and we have had a specialist Team in place for quite some time (roughly 10 years) who have always screened and triaged all Safeguarding referrals. Since phase one of the 'Adult Multi-Agency Safeguarding Hub' (Adult MASH) development, this team, with the current exception of Mental Health customers, lead on all Safeguarding Investigations with the support of staff from the*

*various teams that make up the Adult Social Care Service and partner agencies. Wiltshire Police have been embedded within this team for quite a considerable period now and there are numerous additional virtual partners who all work closely together to ensure the vulnerable residents of Wiltshire have their Safeguarding needs met.*

*The Wiltshire Safeguarding Adults Board also work extremely closely with the Adult MASH.*

*In regard to the specific needs of safeguarding adults in Wiltshire who have mental health issues, the longer term aim is for the Adult MASH to lead on these Investigations also but this will happen as part of a phased process. In the meantime, the Adult MASH continue to screen and triage all mental health referrals and will make a decision as to whether the identified concerns meet the criteria set out in S.42 of the Care Act 2014 or if it appears likely it will but further information is required to completely establish this. In certain circumstances the Adult MASH will take the decision to hold onto specific mental health related cases, such as when there is a suggestion of large scale abuse. Otherwise the case is passed to one of the specialist locality Mental Health Social Work Teams who then lead on the Ref 18-15 investigation themselves. The Adult MASH give clear guidance on the investigation process and are always available for support and advice if or when required.*

*The locality Mental Health Social Work Teams are highly experienced in mental health safeguarding themselves but also draw on the expertise and support of various partner agencies as required.*

*The Council dealt with 253 mental health specific Safeguarding Referrals which met S.42 criteria or needed further investigation in 2017.*

*Adult Social Care take Adult Safeguarding extremely seriously and in light of the processes and systems I have described, I have every confidence in the effectiveness of adult safeguarding*

## **56 Minutes of Cabinet and Committees**

The Chairman moved that Council receive and note the minutes as listed in the separate Minutes Book and this was duly seconded by the Vice-Chairman.

The Chairman then invited questions from members on points of information or clarification on the above minutes and gave the Chairmen of those meetings the opportunity to make any important announcements on the work of their respective Committees.

### **Resolved:**

**That the minutes be received and noted.**



## 57 Proposed Changes to the Constitution

A report was presented by the Cabinet Member for Corporate Services, Housing, Heritage, Arts and Tourism, Councillor Richard Clewer, setting out proposed changes to Part 3C of the Constitution (Delegation of Executive Functions) recommended by the Standards Committee. The changes defined the role of Portfolio Holder, being appointed by the Leader to assist Cabinet Members, but clarifying they did not have or could be delegated any executive functions, nor serve in an Overview and Scrutiny role other than as a witness.

Following a motion from Councillor Richard Clewer, seconded by Councillor Paul Oatway QPM, it was,

### **Resolved:**

**That Council approve the changes to the Constitution as set out in Appendix 1 to the report.**

*Votes for the motion (59)*

*Votes against the motion (0)*

*Abstained (1)*

## 58 Urgent Executive Decisions taken by Cabinet

In accordance with Paragraph 31 of Part 5 of the Constitution, Council received a report from the Leader of the Council noting that the item 'Southview Park, Trowbridge – Council House Building' was determined as an urgent item at Cabinet on 12 June 2018, when it had previously been advertised as scheduled for decision in July 2018. The report detailed the actions that were taken and reason for the urgency to mitigate the risk of increased costs and delays.

### **Resolved:**

**That Council notes the report.**

## 59 Membership of Committees

The Chairman invited Group Leaders to present any requests for changes to committee membership in accordance with the allocation of seats to political groups previously approved by Council.

Following requests made by Baroness Scott of Bybrook, OBE, Leader of the Conservative Group, and Councillor Ian Thorn, Leader of the Liberal Democrat Group, and following a motion from Councillor Allison Bucknell, seconded by Councillor James Sheppard, it was;

### **Resolved**

**That Councillor Bridget Wayman be removed from the Officer Appointments Committee and that Councillor Pauline Church be added to the Officer Appointments Committee.**

**That Councillor Jacqui Lay be removed from the Overview and Scrutiny Management Committee and that Councillor Mary Douglas be added to the Overview and Scrutiny Management Committee.**

**That Councillor Ross Henning be removed as a substitute of the Northern Area Planning Committee and that Councillor Nick Murry be added as a substitute of the Northern Area Planning Committee.**

*Admin Note: A record of the electronic votes taken during the minutes are attached to these minutes*

(Duration of meeting: 10.30 am - 3.30 pm)

The Officers who produced these minutes are Kieran Elliott and William Oulton, of Democratic Services, e-mail [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

# Minute Item 50

## Trowbridge Town Council

Full Council 10 July 2018 Amendment moved by Cllr Steve Oldrieve/Ruth Hopkinson *Working with the Community*

### Introduction

Trowbridge Town Council has considered the proposed Wiltshire Housing Site Allocations Plan on a number of occasions. Following deferral of further consideration by Wiltshire Council at its Cabinet meeting on 15<sup>th</sup> May, the town council reconsidered the matter at an extraordinary meeting of the Policy and Resources Committee held on Tuesday 5<sup>th</sup> June. The committee, having considered the matter resolved the following:

- A. *Trowbridge Town Council supports Wiltshire Council's allocation of 1000 of the Windfalls allowance for the N&W HMA to Trowbridge CA as expressed by Councillor Sturgis at the Trowbridge Area Board on Thursday 24<sup>th</sup> May 2018.*
- B. *Trowbridge Town Council therefore agrees with Wiltshire Council that the shortfall in supply for the Trowbridge Community Area is 843 houses in the period up to 2026.*
- C. *Trowbridge Town Council supports Wiltshire Council in seeking to allocate a surplus in order to ensure that the five-year land supply can be met in the HMA and that this is met through identifying sites for 1100 houses.*

- D. *Trowbridge Town Council supports Wiltshire Council in the allocation of the following sites to meet part of the shortfall:*

<i>Spring Meadows 3260</i>	<i>45</i>
<i>Elm Grove Farm 248/613</i>	<i>250</i>
<i>Church Lane 1021</i>	<i>45</i>

*and; Trowbridge Town Council supports the allocation of the following alternative sites to meet part of the shortfall:*

<i>Additional allocation at Wain Homes' part of Ashton Park</i>	<i>21</i>
<i>Biss Farm 3247</i>	<i>267</i>

- E. *Trowbridge Town Council does not support the following sites which are contrary to the Wiltshire Core Strategy:*

<i>S of Elizabeth Way</i>	<i>355</i>
<i>W H BP</i>	<i>225</i>
<i>Southwick Court</i>	<i>180</i>

- F. *Trowbridge Town Council agrees with Wiltshire Council, that the WCS figures are indicative only and should not be adhered to rigidly and therefore supports the reallocation of; 72 houses to the neighbouring villages, in order to ensure that they continue to maintain sustainability and local infrastructure; and 400 houses to other towns in the HMA such as Melksham, Calne and Westbury, to ensure that they can continue to sustain economic growth and the viability and vitality of their town centres, throughout the plan period.*
- G. *Trowbridge Town Council supports Wiltshire Council in meeting the longer term growth for Trowbridge through a review of the WCS and in particular a review of the Green Belt.*
- H. *Trowbridge Town Council does not support the redevelopment of the QEII 'Fields in Trust' Elm Grove Recreation Ground as part of a housing site allocation or school development and requests that the Spatial Planning Team identify the justification for a new 2 form entry primary school in this part of the town and also considers use of any land in this area in the ownership of Coulston Estates or Wiltshire Council that could accommodate a new site for Larkrise School. And that alternative arrangements to accommodate the school and housing development are brought forward which retain the Elm Grove Recreation Ground as a focal centre for the community, linking the existing and new developments.*
- I. *That regarding the sites put forward by Wiltshire Council, Trowbridge Town Council views with great concern the lack of transparency in respect of Spatial Planning's dealings with site owners and promoters. Additionally, Spatial Planning have failed to observe the protocol whereby ward councillors are fully briefed, at an early stage, of any major proposals for their area.*

# **Trowbridge Town Council**

*Full Council 10 July 2018 Amendment moved by Cllr Steve Oldrieve/Ruth Hopkinson***Working with the Community**

## Proposed amendments

Further to the resolutions above, the town council now presents the following amendments to the Schedule of Proposed Changes, as required by the procedure outlined in Briefing note 355 published on 17<sup>th</sup> May 2018.

## Policy H2

The starting point Policy H2 is:

**Policy H2**

Land is allocated for residential development at the following sites, as shown on the policies map:

Table 5.3 North and West Wiltshire Housing Market Area

Community Area	Reference	Site Name	No of dwellings
Trowbridge	H2.1	Elm Grove Farm, Trowbridge	200
	H2.2	Land off the A363 at White Horse Business Park, Trowbridge	150
	H2.3	Elizabeth Way, Trowbridge	205
	H2.4	Church Lane, Trowbridge	45
	H2.5	Upper Studley, Trowbridge	20
	H2.6	Southwick Court, Trowbridge	180

The changes to Policy H2 proposed by Wiltshire Council are:

## Policy H2

Land is allocated for residential development at the following sites, as shown on the policies map:

Table 5.3 North and West Wiltshire Housing Market Area

Community Area	Reference	Site Name	No of dwellings
Trowbridge	H2.1	Elm Grove Farm, Trowbridge	250
	H2.2	Land off the A363 at White Horse Business Park, Trowbridge	225
	H2.3	Elizabeth Way, Trowbridge	355
	H2.4	Church Lane, Trowbridge	45
	H2.5	Upper Studley, Trowbridge	45
	H2.6	Southwick Court, Trowbridge	180

The amended changes to Policy H2 proposed by Trowbridge Town Council are:

## Policy H2

Land is allocated for residential development at the following sites, as shown on the policies map:

Table 5.3 North and West Wiltshire Housing Market Area

Community Area	Reference	Site Name	No of dwellings
Trowbridge	H2.1	Elm Grove Farm, Trowbridge	250
	H2.2	<i>Deleted</i>	
	H2.3	<i>Deleted</i>	
	H2.4	Church Lane, Trowbridge	45
	H2.5	Upper Studley, Trowbridge	45
	H2.6	<i>Deleted</i>	
	H2.7	Biss Farm, Trowbridge	267

### Policy H2.1

The starting point Policy H2 is:

#### Policy H2.1

Approximately 14.33ha of land at Elm Grove Farm, as identified on the Policies Map, is proposed for mixed use development comprising the following elements:

- Approximately 200 dwellings;
- At least 1.8ha of land for a two form entry primary school along with playing pitches;
- A multi-purpose community facility;
- A consolidated public open space area incorporating and augmenting the existing Queen Elizabeth II Field;
- A road from the A363 through to an improved junction of Drynham Lane and Wiltshire Drive; and
- New cycling and walking routes through the site to link into the existing network and the proposed Ashton Park Strategic Allocation site.

Development will take place in accordance with a masterplan for the site approved by the Council as part of the planning application process.

The changes to Policy H2.1 proposed by Wiltshire Council are:

## **Policy H2.1**

**Approximately 17.78ha of land at Elm Grove Farm, as identified on the Policies Map, is proposed for mixed use development comprising the following elements:**

- **Approximately 250 dwellings;**
- **At least 1.8ha of land for a two form entry primary school along with playing pitches on land owned by the Council, but held in Trust (the existing Queen Elizabeth II Field);**
- **A multi-purpose community facility;**
- **A significantly improved and consolidated public open space area adjacent to the existing Queen Elizabeth II Field to provide a play area and junior level sports pitches for local community teams to utilise;**
- **A road from the A363 through to an improved junction of Drynham Lane and Wiltshire Drive; and**
- **New cycling and walking routes through the site to link into the existing network and the proposed Ashton Park Strategic Allocation site, and the White Horse Business Park.**

**Development will take place in accordance with a masterplan for the site approved by the Council as part of the planning application process.**

The amended changes to Policy H2.1 proposed by Trowbridge Town Council are:

## **Policy H2.1**

**Approximately 17.78ha of land at Elm Grove Farm, as identified on the Policies Map, is proposed for mixed use development comprising the following elements:**

- **Approximately 250 dwellings;**
- **At least 1.8ha of land for a two form entry primary school along with playing pitches;**
- **A multi-purpose community facility;**
- **A significantly improved and consolidated public open space area, a focal centre for the community, linking the existing and new development at the existing Queen Elizabeth II Field to provide a play area and junior level sports pitches for local community teams to utilise;**
- **A road from the A363 through to an improved junction of Drynham Lane and Wiltshire Drive; and**
- **New cycling and walking routes through the site to link into the existing network and the proposed Ashton Park Strategic Allocation site, and the White Horse Business Park.**

**Development will take place in accordance with a masterplan for the site approved by the Council as part of the planning application process.**

In addition Trowbridge Town Council proposes that any consequential amendments to the supporting text, reflecting the above, should also be made to paragraph 5.46.

## **Policy H2.2**

Trowbridge Town Council's proposal is that Policy H2.2 is deleted in its entirety.

## **Policy H2.3**

Trowbridge Town Council's proposal is that Policy H2.3 is deleted in its entirety.

## **Policy H2.4**

Trowbridge Town Council proposes no amendments to Policy H2.3 in addition to those already made by Wiltshire Council.

## **Policy H2.5**

Trowbridge Town Council proposes no amendments to Policy H2.5 in addition to those already made by Wiltshire Council.

## **Policy H2.6**

Trowbridge Town Council's proposal is that Policy H2.6 is deleted in its entirety.

## **Policy H2.7**

Trowbridge Town Council proposes an amendment to add a new policy H2.7

## **Policy H2.7**

**Approximately 14.00ha of land at Biss Farm, as identified on the Policies Map, is proposed for mixed use development comprising the following elements:**

- **Approximately 267 dwellings;**
- **At least 1.6ha of land for a two form entry primary school along with playing pitches;**
- **Approximately 0.7ha for an extra-care facility, use class C2;**
- **Approximately 0.5ha for use class A3/A4**
- **Public open space; and**
- **Cycling and walking routes through the site to link into the existing network and the proposed Ashton Park Strategic Allocation site.**

**Development will take place in accordance with a masterplan for the site approved by the Council as part of the planning application process.**



## Other amendments

Trowbridge Town Council does not fully understand how, given the nature of the work already undertaken, or not undertaken, it is possible to make proposals for amendments, in respect of the following:

- An increase in the number of houses allocated to Ashton Park from 2600 to 2621.
- The reallocation from Trowbridge to the villages in the Trowbridge Community Area of 72 houses.
- The reallocation from Trowbridge to other towns in the N&WHMA of 400 houses.
- The apportionment of the N&WHMA 'Windfalls' figure of 2209 to include 1000 windfalls within the Trowbridge total.

Trowbridge Town Council seeks to achieve some of this by the following amendment to paragraph 4.53

The starting point Paragraph 4.53 is:

**4.53** One main reason for a shortfall in land supply is the complexity and consequent delay developing Ashton Park, a south eastern extension to the town. 1,600 dwellings will be built on this site in the plan period and a further 1,000 post 2026; rather than first envisaged that the whole of the allocation would have been completed in the plan period. This can be seen to account for 1,000 of the 1,220 dwelling shortfall.

The amended changes to Paragraph 4.53 proposed by Trowbridge Town Council are:

**4.53** One main reason for a shortfall in land supply is the complexity and consequent delay developing Ashton Park, a south eastern extension to the town. 1,600 dwellings will be built on this site in the plan period and a further 1,000 post 2026; rather than first envisaged that the whole of the allocation would have been completed in the plan period. This can be seen to account for 1,000 of the 1,220 dwelling shortfall. Recognising the flexibility of the WCS figures as expressed in Paragraph 4.35 it is now appropriate to reallocate some of the housing numbers from Trowbridge town to other places in the HMA which have shown an ability to develop sustainably at a quicker rate than previously envisaged and that may, without such additional development, not be able to adequately sustain facilities and infrastructure in their communities. These reallocations are; 72 houses to other large villages in the Trowbridge Community Area and 400 houses to other towns in the N&WHMA. These reallocations should be the subject of further consideration during the examination. A reduction of the Trowbridge quantum from 6810 to 6338 still leaves Trowbridge as the largest single location for development in Wiltshire and does NOT detract from the WCS primary focus for development at the Principal Settlements.

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**Full Council Meeting 10 July - Vote on Amendment to the Housing Site Allocations Development Plan Document moved by Cllr Steve Oldrieve, seconded by Cllr Ruth Hopkinson**



Yes	: 23
No	: 60
Abstained	: 4

**Full Council Meeting 10 July - Vote on Amendment to the Housing Site Allocations Development Plan Document moved by Cllr Steve Oldrieve, seconded by Cllr Ruth Hopkinson**

<b>Yes</b>	<b>: 23</b>
Cllr Brian Mathew (LD)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Clare Cape (LD)	: 1
Cllr David Halik (C)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Ernie Clark (Ind)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr George Jeans (Ind)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Hayley Spencer (LD)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Nick Fogg MBE (Ind)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Ruth Hopkinson (LD)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Trevor Carbin (LD)	: 1

<b>No</b>	<b>: 60</b>
Baroness Scott of Bybrook OBE	: 1
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Andy Phillips (C)	: 1
Cllr Anna Cuthbert (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiqul Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Christine Crisp (C)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr Darren Henry (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Horace Prickett (C)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr John Smale (C)	: 1
Cllr John Thomson (C)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mark Connolly (C)	: 1

**Full Council Meeting 10 July - Vote on Amendment to the Housing Site Allocations Development Plan Document moved by Cllr Steve Oldrieve, seconded by Cllr Ruth Hopkinson**

Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Roy While (C)	: 1
Cllr Russell Hawker (Ind)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stewart Dobson (C)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Jackson (C)	: 1
Cllr Tony Trotman (C)	: 1
<b>Abstained</b>	<b>: 4</b>
Cllr David Jenkins (LD)	: 1
Cllr Deborah Halik (C)	: 1
Cllr Graham Payne (C)	: 1
Cllr Peter Fuller (C)	: 1

**Full Council Meeting 10 July - Vote on the Housing Site Allocations Development Plan Document moved by Cllr Toby Sturgis, seconded by Cllr Darren Henry**



Yes	: 70
No	: 15
Abstained	: 2

**Full Council Meeting 10 July - Vote on the Housing Site Allocations Development Plan  
Document moved by Cllr Toby Sturgis, seconded by Cllr Darren Henry**

Yes	: 70
Baroness Scott of Bybrook OBE	: 1
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Andy Phillips (C)	: 1
Cllr Anna Cuthbert (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiquil Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Brian Mathew (LD)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Christine Crisp (C)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr Clare Cape (LD)	: 1
Cllr Darren Henry (C)	: 1
Cllr David Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr George Jeans (Ind)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Hayley Spencer (LD)	: 1
Cllr Horace Prickett (C)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr John Smale (C)	: 1
Cllr John Thomson (C)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1

**Full Council Meeting 10 July - Vote on the Housing Site Allocations Development Plan Document moved by Cllr Toby Sturgis, seconded by Cllr Darren Henry**

Cllr Robert Yuill (C)	: 1
Cllr Roy While (C)	: 1
Cllr Ruth Hopkinson (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stewart Dobson (C)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Jackson (C)	: 1
Cllr Tony Trotman (C)	: 1

**No** : 15

Cllr Chris Hurst (LD)	: 1
Cllr David Jenkins (LD)	: 1
Cllr Deborah Halik (C)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Ernie Clark (Ind)	: 1
Cllr Graham Payne (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Jim Lynch (LD)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Nick Fogg MBE (Ind)	: 1
Cllr Peter Fuller (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Trevor Carbin (LD)	: 1

**Abstained** : 2

Cllr Gordon King (LD)	: 1
Cllr Sarah Gibson (LD)	: 1



**Full Council Meeting 10 July - Vote on the Liberal Democrat amendment on the Electoral Review Submission moved by Cllr Gavin Grant, seconded by Cllr Clare Cape**



Yes	: 14
No	: 74
Abstained	: 1

**Full Council Meeting 10 July - Vote on the Liberal Democrat amendment on the Electoral Review Submission moved by Cllr Gavin Grant, seconded by Cllr Clare Cape**

<b>Yes</b>	<b>: 14</b>
Cllr Brian Mathew (LD)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Clare Cape (LD)	: 1
Cllr David Jenkins (LD)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr Gordon King (LD)	: 1
Cllr Hayley Spencer (LD)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Ruth Hopkinson (LD)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Trevor Carbin (LD)	: 1

<b>No</b>	<b>: 74</b>
Baroness Scott of Bybrook OBE	: 1
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Andy Phillips (C)	: 1
Cllr Anna Cuthbert (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiqul Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Christine Crisp (C)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr Darren Henry (C)	: 1
Cllr David Halik (C)	: 1
Cllr Deborah Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Ernie Clark (Ind)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr George Jeans (Ind)	: 1
Cllr Graham Payne (C)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Horace Prickett (C)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr John Smale (C)	: 1
Cllr John Thomson (C)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Johnny Kidney (C)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Laura Mayes (C)	: 1

**Full Council Meeting 10 July - Vote on the Liberal Democrat amendment on the Electoral Review Submission moved by Cllr Gavin Grant, seconded by Cllr Clare Cape**

Cllr Leo Randall (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Nick Fogg MBE (Ind)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Fuller (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Roy While (C)	: 1
Cllr Russell Hawker (Ind)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stewart Dobson (C)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Jackson (C)	: 1
Cllr Tony Trotman (C)	: 1
<u>Abstained</u>	<u>: 1</u>
Cllr Jim Lynch (LD)	: 1

**Full Council Meeting 10 July - Vote on the Electoral Review Submission moved by Cllr Richard Clewer, seconded by Cllr Christopher Williams**



■ Yes	74
■ No	14
■ Abstained	0

**Full Council Meeting 10 July - Vote on the Electoral Review Submission moved by  
Cllr Richard Clewer, seconded by Cllr Christopher Williams**

Yes	: 74
Baroness Scott of Bybrook OBE	: 1
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Andy Phillips (C)	: 1
Cllr Anna Cuthbert (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiquil Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Christine Crisp (C)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr Darren Henry (C)	: 1
Cllr David Halik (C)	: 1
Cllr David Jenkins (LD)	: 1
Cllr Deborah Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Ernie Clark (Ind)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr George Jeans (Ind)	: 1
Cllr Graham Payne (C)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Horace Prickett (C)	: 1
Cllr Howard Greenman (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian McLennan (Lab)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr John Smale (C)	: 1
Cllr John Thomson (C)	: 1
Cllr John Walsh (Lab)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Leo Randall (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Nick Fogg MBE (Ind)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Fuller (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1

**Full Council Meeting 10 July - Vote on the Electoral Review Submission moved by  
Cllr Richard Clewer, seconded by Cllr Christopher Williams**

Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Ricky Rogers (Lab)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Roy While (C)	: 1
Cllr Russell Hawker (Ind)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stewart Dobson (C)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Jackson (C)	: 1
Cllr Tony Trotman (C)	: 1
<b>No</b>	<b>: 14</b>
Cllr Brian Mathew (LD)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Clare Cape (LD)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr Gordon King (LD)	: 1
Cllr Hayley Spencer (LD)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jim Lynch (LD)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Ruth Hopkinson (LD)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Trevor Carbin (LD)	: 1
<b>Abstained</b>	<b>: 0</b>

**Full Council Meeting 10 July - Vote on the amendment to the Treasury Management Strategy moved by Cllr Philip Whitehead, seconded by Cllr Jerry Wickham**

72



■ Yes	: 72
■ No	: 0
■ Abstained	: 0

**Full Council Meeting 10 July - Vote on the amendment to the Treasury Management Strategy moved by Cllr Philip Whitehead, seconded by Cllr Jerry Wickham**

Yes	: 72
Baroness Scott of Bybrook OBE	: 1
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiquel Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Brian Mathew (LD)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Christine Crisp (C)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr Clare Cape (LD)	: 1
Cllr Darren Henry (C)	: 1
Cllr David Halik (C)	: 1
Cllr David Jenkins (LD)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Hayley Spencer (LD)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr Jim Lynch (LD)	: 1
Cllr John Smale (C)	: 1
Cllr John Thomson (C)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Ross Henning (LD)	: 1



**Full Council Meeting 10 July - Vote on the amendment to the Treasury  
Management Strategy moved by Cllr Philip Whitehead, seconded by Cllr Jerry  
Wickham**

Cllr Roy While (C)	: 1
Cllr Ruth Hopkinson (LD)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Stewart Dobson (C)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Jackson (C)	: 1
Cllr Tony Trotman (C)	: 1
Cllr Trevor Carbin (LD)	: 1

**No** : 0

**Abstained** : 0

**Full Council Meeting 10 July - Vote on the designation of the statutory position for Director of Adult Social Services, moved by Cllr Baroness Scott of Bybrook OBE, seconded by Cllr John Thomson**



Yes	: 67
No	: 1
Abstained	: 1

**Full Council Meeting 10 July - Vote on the designation of the statutory position for Director of Adult Social Services, moved by Cllr Baroness Scott of Bybrook OBE, seconded by Cllr John Thomson**

Yes	: 67
Baroness Scott of Bybrook OBE	: 1
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiquil Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Brian Mathew (LD)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Christine Crisp (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr Clare Cape (LD)	: 1
Cllr Darren Henry (C)	: 1
Cllr David Halik (C)	: 1
Cllr David Jenkins (LD)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Hayley Spencer (LD)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr Jim Lynch (LD)	: 1
Cllr John Smale (C)	: 1
Cllr John Thomson (C)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Roy While (C)	: 1
Cllr Ruth Hopkinson (LD)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stephen Oldrieve (LD)	: 1

10/07/2018

14:05:31

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Cllr Stewart Dobson (C)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Jackson (C)	: 1
Cllr Tony Trotman (C)	: 1
Cllr Trevor Carbin (LD)	: 1

<b>No</b>	: 1
Cllr Mollie Groom (C)	: 1

<b>Abstained</b>	: 1
Cllr Jon Hubbard (LD)	: 1

**Full Council Meeting 10 July - Vote on the Motion No. 8 in relation to the prohibition of release of helium balloons and sky lanterns on council owned land, moved by Cllr Peter Hutton, seconded by Cllr James Sheppard**



■ Yes	: 70
■ No	: 0
■ Abstained	: 5

**Full Council Meeting 10 July - Vote on the Motion No. 8 in relation to the prohibition of release of helium balloons and sky lanterns on council owned land, moved by Cllr Peter Hutton, seconded by Cllr James Sheppard**

Yes	: 70
Baroness Scott of Bybrook OBE	: 1
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiquil Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Brian Mathew (LD)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Christine Crisp (C)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr Clare Cape (LD)	: 1
Cllr Darren Henry (C)	: 1
Cllr David Halik (C)	: 1
Cllr David Jenkins (LD)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Ernie Clark (Ind)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Hayley Spencer (LD)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr Jim Lynch (LD)	: 1
Cllr John Smale (C)	: 1
Cllr John Thomson (C)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Mike Hewitt (C)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Fuller (C)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Roy While (C)	: 1
Cllr Ruth Hopkinson (LD)	: 1

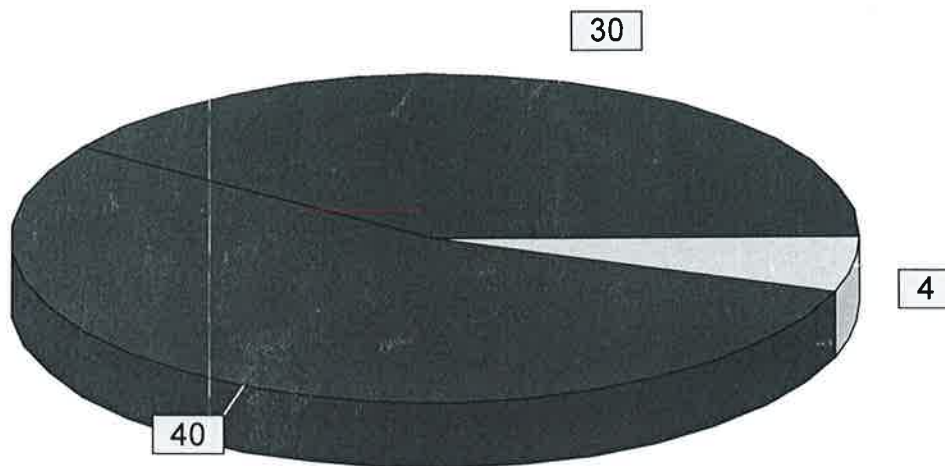
**Full Council Meeting 10 July - Vote on Motion No. 8 in relation to the prohibition of release of helium balloons and sky lanterns on council owned land, moved by Cllr Peter Hutton, seconded by Cllr James Sheppard**

Cllr Sarah Gibson (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Stewart Dobson (C)	: 1
Cllr Stuart Wheeler (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Jackson (C)	: 1
Cllr Tony Trotman (C)	: 1
Cllr Trevor Carbin (LD)	: 1

<b>No</b>	<b>: 0</b>
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<b>Abstained</b>	<b>: 5</b>
Cllr Gordon King (LD)	: 1
Cllr Graham Payne (C)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Matthew Dean (C)	: 1

**Full Council Meeting 10 July - Vote on the Motion No. 9 in relation to the inclusion of tree planting in future planning, moved by Cllr Pat Aves, seconded by Cllr Brian Mathew**



Yes	: 30
No	: 40
Abstained	: 4



**Full Council Meeting 10 July - Vote on the Motion No. 9 in relation to the inclusion of tree planting in future planning, moved by Cllr Pat Aves, seconded by Cllr Brian Mathew**

<b>Yes</b>	<b>: 30</b>
Baroness Scott of Bybrook OBE	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Brian Mathew (LD)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Clare Cape (LD)	: 1
Cllr David Halik (C)	: 1
Cllr David Jenkins (LD)	: 1
Cllr Ernie Clark (Ind)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Hayley Spencer (LD)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jim Lynch (LD)	: 1
Cllr John Thomson (C)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Peter Hutton (C)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Ruth Hopkinson (LD)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Simon Jacobs (C)	: 1
Cllr Stephen Oldrieve (LD)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Trevor Carbin (LD)	: 1
<b>No</b>	<b>: 40</b>
Cllr Alan Hill (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiqul Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Christine Crisp (C)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Chuck Berry (C)	: 1
Cllr Darren Henry (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr John Smale (C)	: 1
Cllr Jonathon Seed (C)	: 1
Cllr Jose Green (C)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Mark Connolly (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Matthew Dean (C)	: 1
Cllr Paul Oatway QPM (C)	: 1

**Full Council Meeting 10 July - Vote on the Motion No. 9 in relation to the inclusion of tree planting in future planning, moved by Cllr Pat Aves, seconded by Cllr Brian Mathew**

Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Fuller (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Pip Ridout (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Roy While (C)	: 1
Cllr Stewart Dobson (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Tony Deane (C)	: 1
Cllr Tony Trotman (C)	: 1
<hr/> <u>Abstained</u>	<hr/> <u>: 4</u>
Cllr Graham Payne (C)	: 1
Cllr Jane Davies (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Tony Jackson (C)	: 1

**Full Council Meeting 10 July - Vote on proposed changes to the constitution,  
moved by Cllr Richard Clewer, seconded by Cllr Paul Oatway QPM**



Yes	: 59
No	: 0
Abstained	: 1

**Full Council Meeting 10 July - Vote on proposed changes to the constitution,  
moved by Cllr Richard Clewer, seconded by Cllr Paul Oatway QPM**

Yes	: 59
Baroness Scott of Bybrook OBE	: 1
Cllr Alan Hill (C)	: 1
Cllr Allison Bucknell (C)	: 1
Cllr Andrew Davis (C)	: 1
Cllr Ashley O'Neill (C)	: 1
Cllr Atiquil Hoque (C)	: 1
Cllr Ben Anderson (C)	: 1
Cllr Bridget Wayman (C)	: 1
Cllr Chris Hurst (LD)	: 1
Cllr Christopher Williams (C)	: 1
Cllr Clare Cape (LD)	: 1
Cllr Darren Henry (C)	: 1
Cllr David Halik (C)	: 1
Cllr Derek Brown OBE (C)	: 1
Cllr Edward Kirk (C)	: 1
Cllr Ernie Clark (Ind)	: 1
Cllr Fleur de Rhe-Philippe (C)	: 1
Cllr Fred Westmoreland (C)	: 1
Cllr Gavin Grant (LD)	: 1
Cllr Gordon King (LD)	: 1
Cllr Graham Payne (C)	: 1
Cllr Graham Wright (Ind)	: 1
Cllr Hayley Spencer (LD)	: 1
Cllr Ian Blair-Pilling (C)	: 1
Cllr Ian Thorn (LD)	: 1
Cllr Jacqui Lay (C)	: 1
Cllr James Sheppard (C)	: 1
Cllr Jane Davies (C)	: 1
Cllr Jerry Kunkler (C)	: 1
Cllr Jerry Wickham (C)	: 1
Cllr John Thomson (C)	: 1
Cllr Jon Hubbard (LD)	: 1
Cllr Laura Mayes (C)	: 1
Cllr Mary Champion (C)	: 1
Cllr Mary Douglas (C)	: 1
Cllr Matthew Dean (C)	: 1
Cllr Mollie Groom (C)	: 1
Cllr Pat Aves (LD)	: 1
Cllr Paul Oatway QPM (C)	: 1
Cllr Pauline Church (C)	: 1
Cllr Peter Evans (C)	: 1
Cllr Peter Fuller (C)	: 1
Cllr Philip Whalley (C)	: 1
Cllr Philip Whitehead (C)	: 1
Cllr Richard Britton (C)	: 1
Cllr Richard Clewer (C)	: 1
Cllr Richard Gamble (C)	: 1
Cllr Robert Yuill (C)	: 1
Cllr Ross Henning (LD)	: 1
Cllr Roy While (C)	: 1
Cllr Sarah Gibson (LD)	: 1
Cllr Stewart Dobson (C)	: 1
Cllr Sue Evans (C)	: 1
Cllr Sven Hocking (C)	: 1
Cllr Toby Sturgis (C)	: 1
Cllr Tom Rounds (C)	: 1
Cllr Tony Jackson (C)	: 1

**Full Council Meeting 10 July - Vote on proposed changes to the constitution,  
moved by Cllr Richard Clewer, seconded by Cllr Paul Oatway QPM**

Cllr Tony Trotman (C) : 1  
Cllr Trevor Carbin (LD) : 1

**No** : 0

**Abstained** : 1  
Cllr Brian Mathew (LD) : 1

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**Wiltshire Council**

**Council**

**16 October 2018**

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## **Petitions Update**

### **Petitions Received**

As of 4 October 2018, 3 petitions have been received by Wiltshire Council since the last report to Council on 10 July 2018.

### **Proposal**

**That Council notes this update on petitions.**

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**Lisa Moore**  
**Democratic Services Officer**

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NAME	DATE RECEIVED	RESPONDENTS	ACTION
Save Larkrise School petition and Save Rowdeford School petition. Petition response to special schools consultation	26.07.18	Larkrise 3300+  Rowdeford 8000+  Online and paper signatures.	Petitions to be considered as part of the formal consultation on Special Schools proposals that will be considered at Cabinet. The petitioners are invited to present their petitions to this meeting of Cabinet on 27 November 2018.  Local Member and Cabinet Member aware of petitions.
Resurface pavements on St Thomas' Road, Trowbridge	18.07.18	245	Local Member and Cabinet Member aware of petition.  Summary of response:  The footway was not deemed to be in an unsafe condition. Local CATG funding suggested to address areas in St Thomas' Road in the worse condition had been turned down by local residents as they did not wish for the work to be broken down into sections of priority.  The footway will be inspected regularly and safety repairs made as necessary.

Note: This does not include petitions received in respect of regulatory matters ie planning and licensing which are dealt with under different procedures.

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**Wiltshire Council**

**Full Council**

**16 October 2018**

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## **Annual Report of the Corporate Parenting Panel May 2017 to April 2018**

### **1. Purpose of Report**

- 1.1 This report forms the annual update to Council from the Corporate Parenting Panel (CPP) in accordance with the Council's Constitution.

### **2. Background**

- 2.1 The role of the Corporate Parenting Panel is to secure Councillor involvement and commitment throughout the Council to deliver better outcomes for children and young people who are looked after. All Councillors are reminded that they have responsibilities as a "corporate parent" for children and young people who are looked after in Wiltshire.
- 2.2 Councillors Pat Aves, Pauline Church (Vice Chair), Jane Davies, George Jeans, Laura Mayes (Chair), Stewart Palmen, Melody Thompson and Phil Whalley formed the membership of the Panel during the period May 2017 to April 2018. The Lead Officer was Martin Davis (Head of Service – Care, Placements and EDS).
- 2.3 The meetings were regularly attended by the following officers/representatives:

Martin Davis (Head of Care, Placements and EDS), Judy Edwards (Senior Commissioning Officer), Sarah Gray (Assistant Team Manager), Sarah Heathcote (Head of Child Health Improvement), Terence Herbert (Corporate Director), Lucy Kitchener (Lead Commissioner), Janice Lightowler (Manager – Conference and Reviewing Service), Claudia Megele (Head of Service – Quality Assurance & Principal Social Worker), Lena Pheby (Designated Nurse for Looked After Children), Sally Smith (Foster Carer and Chair of Wilts Fostering Association), Karen Stokes (Missing Children Co-Ordinator), Matthew Turner (Service Manager – Placement Services), Lucy Townsend (Director Families and Children's Services) and Chris Whitfield (Virtual School Head). Other Officers attended as required to present particular reports.

### **3. Work Programme**

- 3.1 The Corporate Parenting Panel has discussed a broad range of topics in depth taking into consideration the young people's views. Children in Care Council (CiCC) representatives have been invited to attend each Panel meeting. The Panel have received the following reports and information:

## Performance Data

- National and Local Performance Indicators for Children in Care data
- Looked After Children Missing data and commentary
- MOTIV8 (Substance Misuse Service) data
- Emerald Team – Missing Children data

## Annual Reports

- Independent Reviewing Officers Report 2017/18
- Health of Looked After Children - 2017/18
- Wiltshire's Independent Visitor Scheme - 2017/18
- Update on Disruption – 2017/18
- Conference and Reviewing Service - 2017/18
- Private Fostering - 2017/18

## Updates

- Children's Placement Budget Management Project
- Looked After Children, Young People and Care Leaver's Improvement Group
- Work of the Children in Care Council
- Adoption West
- Mockingbird Proposal/Family Fostering Groups
- Councillors Strategic Priorities
- MOTIV8
- Independent Reviewing Officers Workflow Timeliness
- Work of the Virtual School

## **4. Children in Care Council**

- 4.1 The Children in Care Council are a key stake holder group in the Corporate Parenting agenda. There is a mature relationship between CiCC and as a result young people have helped to shape the way in which we undertake our work.
- 4.2 Historically following each meeting of the Panel there was a 'Shared Guardian' session where young people and Councillors met to discuss key themes. While these sessions have largely been successful as evidenced by the 'You Said, We Did' audit, following feedback from the young people we changed the format of these meetings, agreeing to hold two business meetings and two social events in the year.
- At the Session held on 26 September 2017 we reviewed the Promise to children living in care and care leavers. We discussed each item and its continued relevance. It was agreed that the Promise is aspirational and represents how the Council should be working for children and young people, even though sometimes this presents challenges. As a result of the

discussion the Promise was amended and adopted by Corporate Parenting Panel at its following meeting in November 2017.

At the Session held on 13 March 2018 we considered emotional wellbeing and mental health. We discussed the triggers that can cause stress and anxiety. Children and young people living in care are exposed to the additional stress of separation, moving home and school. Cllr Pullman agreed to use the issues identified in his work on this priority area and feedback to CPP and CiCC on progress made. We also met with the manager of the Passenger Transport Unit (PTU) to explore the impact and safety issues when taxis are sometimes late. As a result of this discussion PTU put new processes in place to ensure that journeys for young people coming to meetings are less problematic, and the manager took away some individual examples of problems to resolve.

- 4.3 Membership of CiCC has steadily grown throughout the year however this work will continue throughout 2018-19.

## **5. Our Performance**

- 5.1 During the year CPP undertook a Review of the Corporate Parenting Strategy 2016-2018, through consultation with Children in Care Council the same seven priority areas for focus were agreed.

The fundamental aims of this strategy are to ensure that Councillors:

- Understand their roles and responsibilities as Corporate Parents
- Scrutinise and challenge how the Council performs in delivering its services as a Corporate Parent
- Engage effectively, with energy, consistency, and confidence with children and young people so that their voice is heard and has influence
- Support and enable children and young people to challenge where services need to improve.
- Maintain a comprehensive overview of the progress of children who are looked after and for care leavers, scrutinising the quality, effectiveness and performance of the services that support them.

- 5.2 Within this Strategy, there are seven Strategic Priorities. To ensure that strategic oversight and critical challenge is effective, it is agreed that each member of the Panel will have a lead role in relation to delivery of a strategic priority. At each Panel meeting the Lead Member is asked to provide an update on the following:

- Research carried out
- Meetings/discussions held
- Findings
- Actions identified
- Actions progressed

- Proposals for further work.

5.3 Panel Members have provided the following annual summaries of their work and this forms the basis of the CPP Annual Report.

### Strategic Priorities

1. ***Strengthen the Corporate Parenting Role and Corporate Parenting function across Wiltshire Council as a whole. (Cllr Laura Mayes)***

My overall aim has been to raise the profile within the Council of our Looked After Children, their Carer's and Care Leavers. I have done this through a number of measures including Chairing the CPP, driving improvements through the LAC Improvement Board and ensuring the Chair of Select Committee always receives minutes from each CPP meeting.

I have also concentrated on raising awareness of the need for more foster carers and mentors for children in care. The Foster Carer recruitment film has been shown at all Area Board Meetings, and I have shared recruitment ads on Facebook. I took part in the annual Foster Care week by adding my name to the campaign. This was widely shared on Social Media. The recruitment film was played in the background at a Full Council meeting.

I have recruited two new mentors for the Independent Visitor Scheme and continue to promote the scheme through my work as a councillor in the community.

2. ***Continue to improve timeliness of permanency for looked after children across the range of permanency options. (Cllr Jane Davies and Sally Smith, Foster Carer and Chair of Wiltshire Fostering Association)***

Permanence is the framework of emotional permanence (attachment), physical permanence (stability) and legal permanence (the carer has parental responsibility for the child) which gives a child a sense of security, continuity, commitment and identity. The objective of planning for permanence is therefore to ensure that children have a secure, stable and loving family to support them through childhood and beyond. Permanence provides an underpinning framework for all social work with children and families from family support through to adoption.

Permanence can be provided for children through adoption, long term fostering, an order such as a Special Guardianship Order (SGO) or child arrangement order (CAO) or a return home.

**Research undertaken:**

We have held regular meetings with both Matthew Turner, Service Manager Placement Services, and had access to briefings written by Lynda Cox, Head of Performance Management & Information Team.

We have begun to scrutinise Wiltshire Council processes for complying with statutory requirements for permanency and internal scrutiny, these are set out in appropriate guidance to staff. Key panels are established and appear to function well, including Adoption Panel and Permanence Panel, in the year ahead it is our intention to observe both on a regular basis.

**Effectiveness:**

Adoption Score Card 2014-17 for Wiltshire shows strong results in the three key areas:

A1: Average time between a child entering care and moving in with its adoptive family is 469 days. The England average is 520 days. A lower number is a good result. (Improving trend, reduced from 545 in 2013-16.)

A2: Average time between the local authority receiving court authority to place a child and deciding on a match to an adoptive family, 2014-17 is 186 days. The England average is 220 days. A lower number is a good result.

A3: Children who wait less than 14 months between entering care and moving in with their adoptive family (number and %) is 85 (69%). A high number is a good result. The England average is 2014-17 is 53%.

Internal Wiltshire data on LAC permanence 2017/18 shows:

Long-term placement stability at 77% is good (looked after for at least 2.5 years, in the same placement for the last 2 years), this is above the end of year target (72%) and national averages (68%).

12% of children (35) experienced 3 or more placement moves in the last 12 months. (A low number is good.) This is higher than we would have hoped for and will therefore become an area of focus in the year ahead.

The percentage of children who are in a long term matched placement after 18 months of being in care has increased from 46% to 63%. (A high number is good.)

In addition, panel has received summary reports outlining learning from placement disruptions and Cllr Davies and Sally Smith have met with the Service Manager – Placement Services to monitor how recommendations from learning are implemented.

Corporate Parenting Panel has given its support to the implementation of a Mocking Bird type project in Wiltshire. This initiative, led by Wiltshire foster carers, has seen foster carers working together to support each other. Panel

will continue to monitor the impact that this has upon children cared for within these hubs, it is anticipated that this will further improve permanency rates.

Evidence suggests permanence planning is now well embedded in Wiltshire's care planning process. However, there is an agreed move to Adoption West on the horizon, therefore we need to keep performance under close scrutiny so that any dip in performance is challenged quickly. This priority should remain on the CPP list until the Adoption West model is secure.

3. ***Ensure that there is sufficient accommodation for looked after children within Wiltshire which meets the needs of those children. Prioritise placement within Wiltshire. (Cllr Pat Aves and Sally Smith)***

We have met with the Service Manager for Placement Services on a number of occasions, he informed us that new Foster Carers were applying to join Wiltshire and help us to provide accommodation to meet the needs of our Looked After Children. As a member of Foster Panel, Pat can scrutinise the quality of work produced by the Fostering Service, and as Chair of the Wiltshire Foster Carer Association Sally is able to reflect on the quality of support that the service provides to carers.

During the last 3 years an additional 78 Foster Carers have been approved. While the average length of time a foster carer remains registered with the Council is higher than the national average, during the last 3 years despite the increase in the number of new approvals there has been no net increase in the number of foster placements available. As a result, while the proportion of children living in foster placements at 77% is good the proportion placed in-house remains too low at 43%. While long-term placement stability is maintained at high levels as reported elsewhere in the report, performance in relation to short-term placement stability, while not significantly out of line with the national average, is an area for development which is clearly linked to placement sufficiency.

The Fostering Service has recruited a new manager and through the Family and Children's Transformation project a workstream has been created to oversee the effectiveness of a new foster carer recruitment strategy. A more commercial approach is now being taken to advertising, with an external company engaged to develop and implement a new campaign, this will go-live early Autumn 2018. Alongside this we have heard that the Wiltshire Foster Carer Association has agreed to work with the Fostering Service to recruit new carers. Through word of mouth and personal contacts our foster carers will attempt to encourage others to consider becoming a carer themselves.

The Council has now adopted a Fostering Friendly approach whereby employees who foster for Wiltshire can access additional benefits; an Introduce a Friend Reward Scheme is in place; children and carers have been filmed and their stories are now used to publicise the service.



We will continue to monitor the progress of the new strategy in the year ahead. Regular meetings will be scheduled with the Service Manager where performance information will be discussed. In turn, we will keep CPP updated.

**4. *Improve care leavers journey by ensuring an enhanced offer to care leavers across all areas: education, employment and training, independent living, housing options and health. (Cllrs Melody Thompson and George Jeans)***

We have had a number of meetings with Martin Davis, Head of Care, to discuss changes taking place in central government to increase responsibility for Councils to look after care leavers from 18 – 25 years old. This prompted the start of investigations into Wiltshire Council’s care leaver offer.

Following the implementation of the Children and Social Work Act 2017 our duties and responsibilities to care leavers have been extended. Included in the Act is a requirement to publish a Local Offer for care leavers, providing information about services which the local authority offers that may assist care leavers in, or in preparing for, adulthood and independent living.

The Wiltshire Care Leaver Offer has been developed through consultation with Care Leavers, Personal Advisors, Employers, Colleges and other interested parties. Oversight has been provided through Corporate Parenting and Children’s Select Committee. A Rapid Scrutiny Panel was established to consider the final draft proposal.

We were involved in the initial overview and scrutiny meeting to outline the ‘care leavers offer’. Corporate Parenting, Rapid Scrutiny and most importantly care leavers via their Personal Advisors were asked to comment on the priority ordering of the most costly elements of the Local Offer. An example of this ordering is included in the table below. Ultimately Children’s Select agreed with the priority ordering assigned by care leavers themselves.

	<b>Corporate Parenting Panel</b>	<b>Personal Advisers</b>	<b>Rapid Scrutiny</b>
1 <sup>st</sup>	Funding for 2 extra Personal Advisors	Funding for 2 extra Personal Advisors	Funding for 2 extra Personal Advisors
2 <sup>nd</sup>	Grandmentors	Grandmentors	Grandmentors
3 <sup>rd</sup>	Free Bus Pass	Free Bus Pass AND Contribution to Wifi costs	Free Bus Pass (to assist care leavers in attending education, interviews and employment) AND Contribution to Wifi costs
4 <sup>th</sup>	Council Tax Exemption	Leisure Centre Pass	Leisure Centre Pass
5 <sup>th</sup>	Extra Care Leaver’s Grant	Council Tax Exemption	Council Tax Exemption

6 <sup>th</sup>	Leisure Centre Pass	Extra Care Leaver's Grant	Extra Care Leaver's Grant <b>with the addition of</b> "to include a discretionary amount that could be given on a case by case basis, as determined by the team managers"
7 <sup>th</sup>	Tuition Fees	Tuition Fees	
8 <sup>th</sup>	Contribution to Wifi costs		

While good engagement across Council services has helped to identify a wide and improved range of services for care leavers, there is further work to be done to extend the principles of corporate parenting beyond Council services and into Wiltshire businesses and key strategic partners. In this way, we will be able to build upon this initial offer so that we provide every opportunity for our care leavers to excel and achieve in adulthood.

We have also attended one meeting of the Looked After Children and Care Leaver Pathway Steering Group and was impressed at the support from different organisations including the DWP who have helped to dispel myths around Universal Credit and the Building Bridges programme. The number of younger care leavers in education or employment compares favourably with statistical neighbours and the England average (68% Wilts, 57% SN, 62% Eng) but our performance is poorer for 19-21 year olds (46% Wilts, 47% SN, 50% Eng). Each of the young people who are not in EET will be referred through the Building Bridges programme and success reported to the Steering Grp. I will continue to provide regular updates to Corporate Parenting Panel so that members are sighted on the outcomes achieved.

Further work is underway in this area including the introduction of Council work placements, mock interviews and a guaranteed interview scheme for Wiltshire Care leavers. An administrative post within the Fostering Service will be advertised with a preference for applications from Care Leavers, depending upon the success of this the Council will look to roll out more widely.

Suitable accommodation rates remain high with performance consistently above 90%. Teams maintain contact with the vast majority of care leavers, throughout the year less than 10 care leavers have not had regular contact with their Personal Advisor.

5. ***Improve the educational outcomes for looked after children; closing the gap between looked after children and other children in the county. (Cllr Phil Whalley)***

Central to all our efforts to improve the education outcomes for all our LAC is the performance of the Virtual School (VS). In this respect, we have had a year of sustained and substantial progress. We have a dynamic new Head of

the Virtual School in place, Chris Whitfield, who has produced properly constructed action plans with timeframes, targets and outcomes.

Also, we have reintroduced the Virtual School Performance Review Meeting with Corporate Director and Cabinet level attendance (which I also attend in my role as Portfolio Holder for Education and Skills), and most significantly have established a Virtual School Governing Board, with an external Chair, which met three times during the year. I also sit on the Board.

The VS also has visits from its Wiltshire Challenge and Support Partner (CASP). This is ensuring that the performance of the VS is continually in focus and regularly monitored. In addition, I have had regular meetings with Chris Whitfield during the year and met with her team at staff meetings.

Central to the new plans and strategy is the determination to intervene earlier and to more effectively use the Pupil Premium, and engage more actively with the designated teachers in schools.

Our KS1 and KS2 results in 2017 were poor compared to our statistical neighbours so a key component of the plans is to work with the youngest children, to establish Early Years Pupil Education Plans (PEP's), and to identify individual learning needs so we can get these children "school ready". This enables them to more readily access the school curriculum. This will take time to manifest itself in the KS1 and 2 results but is undoubtedly the correct strategy. In year tracking data showed a positive improving trend and KS1 and 2 results improved significantly in 2018; comparator data is not yet available but we believe performance for this group of children is strong.

The GCSE results have again been good this year and for this group we substantially outperformed our statistical neighbours. The VS lays on Maths and English revision sessions for our LAC in the Easter holidays and the evidence suggests that these are an effective support. The 2018 cohort will likely find GCSE's a harder challenge than those sitting exams in the summer of 2017 however with improved tracking systems in place we will be able to chart individual learner progress and will be better able to make comparisons across year groups.

Overall the education performance of all our Children in Care is now more regularly and rigorously analysed so that we can introduce timely and appropriate interventions.

The VS is also working with designated Social Workers to reduce placement disruption at crucial exam times. Evidence shows this to be a crucial factor in exam performance and there is now less placement disruption at this crucial time in a child's life.

The VS has also now produced an excellent leaflet explaining how foster carers can support the education of the children in their care however I am keen that we build on this work and have asked that this topic be an agenda item at the next Governor's Board meeting.

My role this year is, individually and as a member of the Review Meeting and Governors, to offer challenge as a “critical friend” and to ensure that the VS continues to implement the action plans with rigor. We also need to monitor the performance to ensure that the identified measures are properly “bedded down” and being effective and if not have the confidence to make adjustments.

6. ***Ensure that looked after children are protected from the risk of child sexual exploitation and reduce the frequency with which some looked after children and care leavers currently go missing. (Cllr Pauline Church)***

I have met with the CSE Manager to look at the Missing Children and Young People data to separate out and look at the differences between those who are children in care and those not. I receive the monthly update reports on the Missing Children and Young People and we have looked at an action plan to make improvements overall and specifically for LAC placed out of county where improvements have been made with return interview completions increasing.

Police Missing definition:

Anyone whose whereabouts cannot be established will be considered as missing until located, and their well-being or otherwise confirmed.

Headline Statistics (Q3)

There were 71 episodes of 28 LAC reported missing; 11 of those children were LAC placed in Wiltshire by other LAs. The remaining 17 were Wiltshire LAC including 5 placed out of county. CPP received update reports from the Missing Co-ordinator regarding the work with individual children to reduce missing episodes and associated risk and were satisfied with the action being taken.

Actions:

- Cllr Church meets with the manager and staff of the Emerald Team and detailed reports are presented to every meeting of the Corporate Parenting Panel.
- The quality and effectiveness of return interviews is monitored by panel. The percentage of missing episodes where a return interview is offered continues to increase, push and pull factors are reported. Panel has discussed the problem the team experiences in tracking children placed in Wiltshire by other local authorities and the difficulty the Emerald Team experience when communicating with other local authorities where Wiltshire children are placed out of county. Both issues will be subject to continued scrutiny by panel.

- Cllr Church has also attended a number of MASH tours/presentations and encouraged fellow Councillors to attend the series of presentations on offer to help councillors understand their responsibilities as corporate parent.
- Cllr Church reported to Panel that she observed a good mix of social work and police collaboration with good use made of child sexual exploitation indicators. Arrangements are being made for Cllr Church to attend a return interview to observe practice.

The Q3 report to CPP highlights the “Top Missing Children”. The following criteria are used to identify top missing children who were either:

- a. missing for more than 24 hours;
- b. had 3 missing episodes reported in one month,
- c. had 9 missing episodes reported in the quarter

This analysis of missing incidents is discussed further with professionals involved in the case. Of the 20 young people listed in Q3, 7 have been referred to the Emerald Team for direct work or oversight due to Child Sexual Exploitation (CSE) and when appropriate reviewed within the Multi Agency Child Sexual Exploitation group (MACSE).

Within these reports it is not clear the level of risk associated with multiple missing episodes within this cohort and it is proposed to have a system of risk RAG rating and a directional indication on whether that child’s risk is increasing or improving. This will be a continued area of focus for CPP in the next year.

7. ***Ensure that looked after children and care leavers have timely and easy access to mental health services (Cllr Stewart Palmen)***

During the last year I have primarily gained knowledge of the current methods of access to mental health services for Children in Care and the plans for changes and improvements moving forwards. I have attended meetings with key Officers including Sam Shrubsole (Oxford Health), James Fortune (Lead Commissioner) and Sally Smith (Chair, Wiltshire Foster Carer Association). Most importantly I led a Shared Guardian session with young people where the focus was on mental health. From these meetings, I have identified a number of strengths and areas for development including:

Strengths:

- OSCA (Outreach Service for Children and Adolescents) is essential and used to help support families in their own environment and to provide out of hours response to critical mental health issues.
- Soft handover arrangements between Child, Adolescent Mental Health Services and Adult Mental Health Services are in place and appear to be working well.

- LAC specialist therapist embedded within the Fostering and Adoption Service work well to support carers and stabilise placements.
- The Training provided to foster carers is very good.
- Referrals to CAMHS are more frequently made once a child is in a stable/long-term placement.
- The support provided within schools is valued
- The SDQ process is now well embedded

#### Areas for development

- The proportion children in care who receive a formal service from CAMHS is low. Why is this?
- I have heard from carers that more could be done to tailor supports to different age groups.
- Staying Put Policy 18+ provides the opportunity for children to remain with carers but where these young adults experience mental health issues is Staying Put enough, what would Staying Put + look like?

I have arranged a meeting with Phil Alford to discuss the CAHMS Scrutiny Task Groups perspective.

During the year ahead I plan to get more closely involved with the teams providing CAHMS support and the users to help see where the critical support paths are and what can be done to ensure the Strategic Priority is successful.

## **6. In conclusion:**

- 6.1 The Corporate Parenting Panel has struggled in recent years to fully evidence its impact, this was reported in the 2015-16 CPP annual report. The introduction of a new Corporate Parenting Strategy for 2016-17, with new strategic priorities and an enhanced reporting system has helped to ensure greater impact by panel as evidence in the updates from strategic leads within this report.

## **7. Safeguarding Children and Young People Panel**

- 7.1 The Safeguarding Children and Young People Panel (SCYPP) (which was established in February 2014) has continued to meet in September 2017 and January and April 2018. The role of the SCYPP is to secure Councillor involvement and commitment throughout the Council to deliver better outcomes to ensure that all Wiltshire children and young people are safe.

- 7.2 Councillors Pat Aves, Mary Champion, Pauline Church (Vice Chair), Jane Davies, Mary Douglas, Ross Henning, George Jeans and Laura Mayes (Chairman) formed the membership of the Panel during the period May 2017 to May 2018. The Lead Officer is Jen Salter (Head of Service – Support and Safeguarding).
- 7.3 In the last year, the SCYPP has continued to receive briefings to enhance member’s knowledge and understanding of Families and Children’s Services responsibilities for safeguarding children and young people.
- 7.4 This has included; overviews of the core data which explains how the data is captured and monitored and used to compare Wiltshire with neighbouring councils and agencies, updates on the Children’s Services Integration Project (CSI) which is now the Families and Children’s Transformation (FACT) Programme, consideration of specific complex case studies to understand the processes, an update on School Nursing provision, information on quality assurance audits and an overview of counselling provision for children and young people in Wiltshire.

## **8. Main Considerations for the Council**

- 8.1 The Council is asked to note the work of the CPP to date and the success within year to strengthen its functions and impact of its work.

## **9. Safeguarding Implications**

- 9.1 Within their role as Corporate Parents, Councillors monitor closely the safeguarding of children and young people looked after by Wiltshire Council and in doing so identify issues such as children missing from placement and children at risk of sexual exploitation. These safeguarding functions continue and will be enhanced.

## **10. Public Health Implications**

- 10.1 Looked After Children are at particular risk of experiencing inequalities in health outcomes due to their difficult start in life. Within their role as Corporate Parents, Councillors monitor the health and wellbeing support received by our looked after children to ensure they receive regular holistic assessments of their needs supported by appropriate and accessible service provision. This may include access to a wide range of services including immunisations, emotional wellbeing support or substance misuse services.

## **11. Environmental and Climate Change Considerations**

- 11.1 Not applicable.

## **12. Equalities Impact of the Proposal**

- 12.1 The proposals seek to bring Councillors and Officers to work together to ensure that our Looked After Children and Young People have a voice within

the Council in order to influence the improvement of services for them.

**13. Risk Assessment**

- 13.1 Panel Members are required to have an enhanced DBS check undertaken and Risk Assessments will be drawn up for when visits are made to vulnerable children and when Councillors attend Officer Team Meetings, etc.

**14. Financial Implications**

- 14.1 Expenses for young people participating in the CPP will be paid for from the Children in Care budget.

**15. Legal Implications**

- 15.1 Ian Gibbons (Solicitor to the Council) has confirmed that the Panel is an Advisory panel and not a Committee of the Council; it can therefore make recommendations but not decisions. Terence Herbert the Corporate Director for Children's Services is the lead decision maker.

**16. Proposal**

- 16.1 To receive and note the Annual Report and ratify the improvements required to strengthen Corporate Parenting in Wiltshire.

**Terence Herbert (Corporate Director Children, Education and Skills)**

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Report Author: Martin Davis (Head of Care, Placements and EDS)

Date of report: 28 August 2018

**Background Papers – None**

**Appendices - Annual Report of the Children in Care Council April 2017 to March 2018**



**Wiltshire**  
**Children in Care Council**  
**Annual Report**  
**April 2017 – March 2018**

## 1. Introduction

Wiltshire's Children in Care Council (CiCC) is coordinated by the Joint Commissioning Team within Wiltshire Council. The work of 'voice and influence' staff within the Joint Commissioning Team supports the Council's ambition that no policy, or service, related to children and young people is developed without first seeking their views. Wiltshire Council believes that participation and involvement becomes 'the business of every service and organisation that works with children and young people.'

This report provides a summary of CiCC activities over the last twelve months, highlights key messages and outlines priorities for future development.

## 2. What is CiCC?

CiCC is a forum for young people who live in care, and care leavers. Members put themselves forward to have their voices heard, to improve the lives of children and young people living in care and leaving care. Membership fluctuates as young people move onto new opportunities and given the time that they have available. CiCC is open to all young people aged 10 and above, and aims to be as inclusive as possible. Current membership:

<b>Girls</b>	<b>Boys</b>
1 x 17 years	1 x 15 years
2 x 15 years	1 x 11 years
1 x 14 years	1 care leaver
1 x 13 years	
2 x 12 years	
2 x 11 years	
1 x 10 years	
<b>Total female: 10</b>	<b>Total male: 3</b>
<b>Of whom</b>	
1 asylum seeker, 2 out of county, 2 SEND	

## 3. Messages from CiCC members

Since April 2017, CiCC has been consulted on a range of issues and has made the following input - *You said*. In response, councillors and officers have taken actions – *We did*.

	<b>You said</b>	<b>We did</b>
1	We have views on foster carers, including what makes a good carer and what they can help us to achieve. We have recorded those <a href="#">here</a> .	Recording taken to LAC/YP & CL Improvement Group for information and to inform team development. Also, used in foster carer training and other recruitment activity, for example it will be used on the Fostering Website, and to inform Facebook campaign.
2	We like the revised approach to Missing Return	Coordinator for missing children attended

	<p>Interviews (MRI) and ask that foster carers are encouraged to express relief when children do return home. Anger only makes the situation worse and can lead to us disappearing again. Please remember that we have gone missing for a reason – perhaps connected to the placement.</p>	<p>second CiCC meeting to update on service developments and feedback to young people.</p> <p>Corporate parents agreed a revised approach based on feedback from young people, which suggested that guidance should only be followed when in the best interests of the individual young person.</p>
3	<p>These are our key messages for potential foster carers (as part of the foster carer recruitment drive)</p> <ul style="list-style-type: none"> <li>• Don't do it for the money</li> <li>• Use your parenting skills to help other children</li> <li>• You can't give up on children</li> <li>• Treat us like you would treat your own children, if you have them</li> <li>• We need to feel cared for</li> <li>• You need to build a relationship with us</li> <li>• Give us space to grow but be there for us</li> <li>• You should have some experience of children</li> <li>• Don't wrap us in bubble wrap</li> <li>• Have boundaries</li> <li>• Remember that we are young people, just like other young people</li> </ul>	<p>Placement Services staff took comments away for inclusion in foster carer recruitment information sessions and to inform other recruitment and training materials.</p>
4	<p>We believe that children coming into care should not be overwhelmed with information. We need information that is proportionate and up to date. We like the File of Facts (that is now out date) and think it could be updated or replaced with:</p> <ul style="list-style-type: none"> <li>• a simple leaflet when first coming into care</li> <li>• a video</li> <li>• information on a website</li> <li>• a fuller document when we have been in care for a time</li> </ul>	<p>IRO and IV Scheme Manager visited CiCC to discuss resources and took away young people's ideas. They created a postcard for children and young people coming into care, which is now complete and being circulated to safeguarding teams for use. File of Facts has been revised and will be reprinted in-house as a booklet, rather than a folder. Poster with artwork of corporate parenting panel has been created and will sit on website, and is on display at Aspire House. Design team yet to work on:</p> <ul style="list-style-type: none"> <li>• CiCC member handbook</li> <li>• CiCC recruitment leaflet</li> <li>• complaints leaflet</li> </ul> <p>The Children's Champions Working Group is also working on guides to assessment for primary and secondary age children.</p>
5	<p>We attended fun information days in September to hear about joining the Children in Care Council. We like the idea of CiCC and want to meet with other young people like us.</p>	<p>CiCC continues to develop and grow. The issue of resourcing CiCC effectively has been discussed with the Children's Champions Working Group, which proposed that Children's Champions (who are key workers and social workers) get involved with CiCC for specific pieces of</p>

		work. This has been discussed with CiCC to establish whether this would compromise the independence of the group. Whilst there were no objections, the involvement of social workers does not solve the resourcing issue as their priority needs to be cases.
6	We are happy that our comments about the Leaving Care Survey were taken into consideration and that the survey is now available online and in paper form	This is now in place and reports are available. Currently, completion rates are low and the Children in Care Teams have been reminded of the importance of completing them.
7	<p>The Promise needs updating and this is the updated version we propose:</p> <p><b>We (Wiltshire Council) promise:</b></p> <ul style="list-style-type: none"> <li>• A choice of home where you can stay until you are ready to move on from care</li> <li>• To keep you together with brothers and sisters whenever we can, and to help you stay in close contact with your family if that's what is right for you</li> <li>• To listen to your views, act on them when we can and be honest when we cannot</li> <li>• That your social worker will work hard for you to solve problems</li> <li>• To tell you what your rights are and what you are entitled to</li> <li>• That you will be involved in decisions taken during your looked after child review</li> <li>• To involve you in decisions about school and to help you get to school so that your education can continue</li> <li>• To arrange transport for you that is reliable, gets you to school, important meetings, and on time</li> <li>• To invite you to group activities with other children living in care, and those leaving care, to help you feel more confident</li> <li>• That we will deal with bullying quickly and efficiently</li> <li>• To support you when you need help with school, leaving school and preparing for</li> </ul>	Discussion with Corporate Parenting Panel in November 2017 resulted in adoption. Signed copy is available on website and is on display at Aspire House.

	employment and training	
8	We do not want to be asked repeatedly about services, for example, annual foster carer review. We'd rather that these things are covered in our reviews with our IROs.	Service manager, foster carer social work teams, took away feedback, as well as FACT project lead for consideration in transformation of children's services. New approach to include greater systematic and 'joined up' service user feedback.

#### **4. Activities during the last 12 months**

As well as meeting and considering policy matters, CiCC has engaged in many activities, which have included:

- Discussions and engagement with corporate parents at Shared Guardian meetings and social events
- Induction training for new staff within Children's Services
- Recruitment panels for senior appointments
- Training social work students at Wiltshire College
- Helped to run fun days at Braeside in Devizes and Five Rivers in Salisbury, resulting in new members
- Engagement in anti-bullying 'big conversation' during anti-bullying week
- Two CiCC members standing for election to UK Youth Parliament.

#### **5. Priorities for future development**

CiCC has identified priorities that it wishes to work on in 2018, in order of priority:

##### **Action**

- 1 Raise awareness of mental health and emotional wellbeing
- 2 Raise awareness about bullying
- 3 Continue to make newsletters
- 4 Training new staff – children's services induction, Wiltshire college and any other opportunities
- 5 Be professional when we have meetings and develop skills to be effective representatives
- 6 Meet other CiCCs from other counties (it will be more fun if there are some activities)
- 7 Taking part in consultations
- 8 Influence decision makers by sharing experiences and that of others

CiCC were keen on the idea of receiving training to become more skilled representatives; content is being developed in partnership with the Head of Virtual School.

Recruitment remains a key priority to ensure secure and meaningful representation. During the early part of 2017, local community area meetings were trialled but were not successful at increasing representation or accessibility. In 2017/18, a different model will be reviewed by CiCC members, whereby they have opportunities to meet at a different time of the week, and to have more time for fun, consultation, and personal development activities. Proposals are currently being drafted in consultation with young people from the CiCC, Wiltshire Assembly of Youth (WAY), Youth Safeguarding Board (YSB) and partner

organisations. These **may** include a pilot to:

- Enhance separate CiCC, WAY, and YSB voice by creating a single Wiltshire Youth Forum
- 6 Saturday meetings of the Wiltshire Youth Forum, plus 3 distinct annual meetings for CiCC
- Venue – possibly Aspire House, Braeside or another central venue more conducive to youth work than County Hall
- Kick-start new programme with a launch event, following on from the 2017 Youth Summit, which identifies a work plan/activities for the year
- Youth leadership offered by trained Care Ambassadors and Care Leaving Ambassadors, plus Members Youth Parliament (x3)
- Co-facilitated and resourced by Wiltshire Council and partners
- Youth attendees: children living in care, care leavers, members UK Youth Parliament (MYPs), school council representatives from Wiltshire secondary and independent schools, colleges, Local Youth Network members, Youthwatch, CAMHS participation user group, voluntary and community sector representatives.
- Partner organisations: Wiltshire Council Children's Services, Wiltshire Council Communities Team, Wiltshire Council Public Health, Healthwatch Wiltshire (delivered by Evolving Communities), Wiltshire Police, Wiltshire Safeguarding Children Board, Virgin Care (delivering child health services), Oxford Health NHS Foundation Trust (delivering child and adolescent mental health services), Wiltshire Children and Families Voluntary Sector Forum, Wiltshire Parent Carer Council, Wiltshire Community First.
- **Sample agenda:**

Time	What	Facilitator
11am	Welcome and icebreaker	Youth leaders
11.20am	<b>Activity sharing part 1</b> What's the hot topic where you are? What have you done? What's made a difference? Feedback from task groups	MYPs
	<b>Activity sharing part 2</b> You Said, We Did	Partner agencies
11.50	<b>Issue-based activity/discussion</b> e.g. mental health, community safety, school nursing	Relevant agency
12.20pm	Break	
12.50pm	<b>Interest group break-out</b> Children in care Care leavers MYPs Young carers LGBT community Policing/community safety Education, skills and training	Corporate parents/commissioners/police youth engagement officers/virtual school/community engagement managers/social work managers/public health/directors

	Mental health For activity/discussion and action on key areas of interest/need	
1.50pm	<b>Skills development</b> e.g. representation, listening, campaigning, project management  Completion of Personal development tracker (Youth Wheel)	LA participation lead
2.45pm	<b>Wrapping up and task group arrangements</b>	LA participation lead
3.00pm	<b>Close</b>	

Proposals for change are considered necessary as:

- The current format for CiCC is not ensuring a good enough experience for members
- This leads to difficulties in recruiting and retaining members
- Meetings at County Hall are not conducive to the safe and effective management of the group
- Staff delivering CiCC do not have adequate skills to manage the group

## 6. Meeting dates

At March 2018, the following schedule for the year is proposed, although this is subject to change given proposed developments.

<b>March</b>	Tue 13 Mar. County Hall, Trowbridge. Shared Guardian Session (with Corporate Parents) 5pm-6.30pm
<b>April</b>	Tue 24 Apr. Five Rivers, Salisbury. 5pm-6.30pm
<b>June</b>	Wed 6 Jun. County Hall, Trowbridge 5pm-6.30pm
<b>July</b>	Wed 4 Jul. Strategic Youth Voice event 4.30-7pm
<b>September</b>	Sat 8 Sep. Devizes Leisure Centre 1.30-4pm
<b>September</b>	Tue 18 Sep. County Hall, Trowbridge. Shared Guardian Session (with Corporate Parents) 5pm-6.30pm
<b>November</b>	Wed 14 Nov. County Hall, Trowbridge Joint meeting with Wiltshire Assembly of Youth and Youth Safeguarding Board Anti-bullying week 5pm-6.30pm
<b>December</b>	Wed 12 Dec CiCC Christmas Get Together Details to be confirmed

Report author: Judy Edwards, Joint Commissioning

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**Wiltshire Council**

**Full Council**

**16 October 2018**

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**Subject: Care Leavers Council Tax Exemption**

**Cabinet member: Councillor Laura Mayes – Cabinet Member for Children, Education and Skills.**

**Key Decision: Yes**

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## **Executive Summary**

Following the implementation of the Children and Social Work Act 2017 our duties and responsibilities to care leavers have been extended. Included in the Act is a requirement to publish a Local Offer for care leavers, providing information about services which the local authority offers that may assist care leavers in, or in preparing for, adulthood and independent living.

Following broad consultation and analysis of local need a draft Local Offer has been prepared, it is our intention to publish this ahead of National Care Leaver Week starting 24 October 2018.

Our Local Offer has been scrutinised by Corporate Parenting Panel, a Rapid Scrutiny working group and Children's Select Committee. The core elements included in the Offer have been endorsed.

## **Proposals**

Wiltshire Council Care Leavers are exempted from Council Tax to include care leavers whom live within and outside the Wiltshire Council boundary, as set out in appendix B.

## **Reasons for Proposals**

This proposal will assist care leavers in, or in preparing for, adulthood and independent living and thus support us in delivering our statutory duties.

**Terence Herbert**

**Corporate Director for Children, Education and Communities**

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## **Wiltshire Council**

### **Full Council**

**16th October 2018**

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**Subject: Care Leavers Council Tax Exemption**

**Cabinet Member: Councillor Laura Mayes – Cabinet Member for Children, Education and Skills.**

**Key Decision: Key**

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### **Purpose of Report**

1. To seek the endorsement from Cabinet for our proposal to exempt Wiltshire Care Leavers from Council Tax.

### **Relevance to the Council's Business Plan**

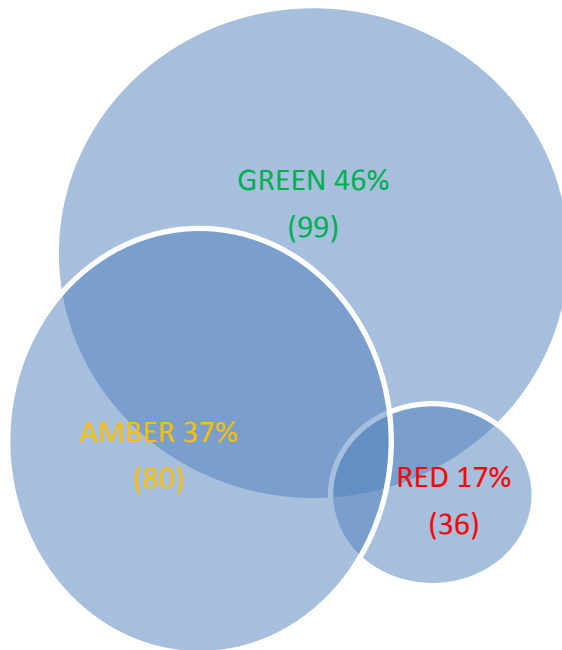
2. One of the key priorities in the Council Business Plan is protecting those who are most vulnerable. We want to build communities that enable all residents to have a good start in life, enjoying healthy and fulfilling lives and we are committed to provide people with the opportunities and skills through investment. Where care is needed, health and social care will be delivered seamlessly to the highest standards. Improving outcomes for our Care Leavers is one of the goals and thus a priority group.

### **Background**

3. Following the implementation of the Children and Social Work Act 2017 our duties and responsibilities to care leavers have been extended. Included in the Act is a requirement to publish a Local Offer for care leavers, providing information about services which the local authority offers that may assist care leavers in, or in preparing for, adulthood and independent living. This includes services relating to health and well-being; relationships; education and training; employment; accommodation; participation in society.

### **Main Considerations for the Council**

4. Currently in Wiltshire there are 215 care leavers; the majority of these (165) are aged between 19 and 21 years.
5. We undertake a regular screen of our care leaver population. The screen has been developed by Barnardos to support service development and it provides a RAG rating across domains including accommodation, mental health, education, employment and social inclusion. Findings from the last screen are summarised below:



Young people can move through each section / colour depending on their level of stability. Significant events have an impact on this, depending on the outcome for the young person. Crisis events tend to see them move into red, their ability to cope with crisis and significant events affects their stability. This impacts on a worker's priorities.

6. Green / stable cases have a strong correlation with a long term stable placement through their care career or towards the end. These young people enjoyed good attachments and relationships with carers, they are particularly well engaged in education or training. Common features include:
  - integrated family life in an excellent foster placement
  - doing very well in GCSEs or at collage
  - continues to make excellent progress and is working at or above expected progress
  - SATS better than expected
  - higher education an ambition
  - employed
  - has her own tenancy
  - described as gifted and talented
  
7. Amber cases have likely experienced several temporary placements, are less likely be in education or employment, are more difficult to engage and more likely to have mental health issues. Emotional and behavioural development is of concern. Common features include:
  - history of self-harm
  - exclusions
  - NEET
  - SEND
  - hasn't received any formal education (UASC – unaccompanied asylum-seeking children)
  - disengaged
  
8. Red cases have a strong correlation with those who have had several placements in different areas, including out of county placements, complex mental health needs, NEET, traumatic childhoods and journey through care. Common features include;
  - history of domestic abuse, affecting self esteem
  - inability to form attachments and have meaningful relationships

- at risk of CSE
  - sexualised behaviour
  - delayed development
  - homeless
  - suicidal tendencies and self-harm and ongoing emotional concerns
9. The local screen reinforces what the national data tells us regarding the vulnerability of care leavers.
  10. The lasting impact of the events and circumstances that led to a child being taken into care; the high incidence of Special Educational Needs (SEN) among care leavers (around 60% of children in care for 12 months have SEN, compared to 15% of children in the general population) and emotional health problems (around half of children in care have a Strengths & Difficulties Questionnaire (SDQ) score that is borderline or cause for concern); the impact of placement moves while in care (including the resultant change in school that often occurs) – all contribute to low attainment, with only 14% of children in care nationally achieving 5 good GCSEs.
  11. Leaving school with few qualifications adversely affects care leavers' progress into higher education, apprenticeships and skilled jobs. Consequently, 39% of care leavers nationally are not in education, employment or training. Some these care leavers may have to rely wholly upon universal support and depending on the type of accommodation they occupy; universal credit may meet some of their living costs and some of their housing costs but it does not provide any support in respect of council tax.
  12. Research undertaken at national level consistently demonstrates that in the longer-term, outcomes for care leavers remain poor. 49% of men under 21 who have come into contact with the criminal justice system have been in care, whilst 25% of people experiencing homelessness have also spent time in care (NAO 2015).
  13. Within the Care Leaver Offer we are building a range of additional supports which continue to build upon the positive work we are doing to enable our care leavers to succeed. We have embedded into our work the principle of 'care-proofing' our policies and practices where corporate parents recognise the vulnerability of care leavers as young adults and therefore prioritise and reference them as a protected or vulnerable group. This approach has been effective; it has enabled us for example to recognise the vulnerability of care leavers explicitly within the Council Business Plan.
  14. As well as the historic factors that they have experienced care leavers also face the added challenge of having to cope with the demands of living on their own at a young age, having to manage finances, maintain a house/flat and manage to live independently without the support from families that most of us take for granted. That is why it is incumbent upon the Council as the corporate parent to do as much as it can to give care leavers the support and opportunities to succeed.

15. The Communities and Local Government Select Committee, which has conducted an inquiry into homelessness, has called upon government to consider reviewing the transition to independence for care leavers, after hearing evidence that around 24 per cent of homeless people have been in care. It has stressed the additional challenges which care leavers face in achieving financial independence. Expecting care leavers to be responsible for council tax as soon as they leave care undoubtedly adds additional pressure during what is a particularly vulnerable period for them.
16. 77 Local authorities across the country already exempt care leavers from council tax. In doing so many have cited the particular vulnerability of care leavers and emphasised that this is one area in which the council can take positive local action to support 'their children and young people'. The proposed policy is attached at appendix B. We estimate that to implement this change in Wiltshire will cost the Council and major precepting authorities approximately £60,000 annually.
17. As corporate parents by exempting care leavers from council tax we would demonstrate to them that we understand the lasting impact of the early trauma they have suffered. We will also be providing a strong and clear message that as the corporate parent will prioritise the needs of this group and commit to supporting them into adulthood.

### **Safeguarding Implications**

18. Safeguarding young people and vulnerable adults is core business for the service and thus Personal Advisers working care leavers are experienced and skilled at dealing with safeguarding issues. This specific proposal does not have any safeguarding implications rather would have a positive impact on life chances and outcomes for care leavers.

### **Public Health Implications**

19. The proposal is for a specific group of young people and will not have any impact on the general public's health and wellbeing. The overall implications of the proposals will have a positive public health impacts which may include, but are not restricted to, direct health implications, sustainability, maintaining a healthy and resilient environment, economic impacts, reducing or widening inequalities and the wider determinants of health.

### **Corporate Procurement Implications**

20. There are no procurement implications.

### **Equalities Impact of the Proposal**

21. This proposal will impact positively on care leavers as the removal of this payment will improve their ability to manage their finances and thus reduce barriers that exist. Care leavers with protected characteristics will

be entitled to this exemption alongside all other care leavers. Care leavers should be prioritised and referenced as a protected or vulnerable group.

### **Environmental and Climate Change Considerations**

22. There are no environmental and climate change considerations because of this proposal because energy consumption and carbon emissions will not change. Furthermore, there are no risks associated with environmental management/impact or climate change issues that require consideration.

### **Risks that may arise if the proposed decision and related work is not taken**

23. The risks associated of not approving this proposal are linked to the Council's reputation noting that over half of all Local Authorities already offer this exemption. Furthermore, it could impact negatively on the next Ofsted inspection outcome and there are risks associated with individual care leavers' financial stability.

### **Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks**

24. There are no risks associated with taking this action.

### **Financial Implications**

25. The total cost of the scheme is estimated at £60,000 which will largely be shared by the Council, Wiltshire Police and Wiltshire and Dorset Fire and Rescue Authority. The Council's share of the cost will be absorbed within the Collection Fund.
26. The two major precepting authorities have been consulted and their views will be reported at the meeting.

### **Legal Implications**

27. Following the implementation of the Children and Social Work Act 2017 our duties and responsibilities to care leavers have been extended. Included in the Act is a requirement to publish a Local Offer for care leavers, providing information about services which the local authority offers that may assist care leavers in, or in preparing for, adulthood and independent living. This proposal assists us in delivering our statutory responsibilities and is a decision that can be made by the Council to enhance our offer to care leavers.

### **Options Considered**

28. There are 2 options:
1. Continue to charge care leavers Council Tax
  2. Amend policy and give care leavers Council Tax Exemption.

## **Conclusions**

29. The conclusions reached having taken all the above into account is that option 2 is endorsed given the financial implications are limited yet the social value is significant and assists us in delivering our statutory responsibilities.

## **Proposals**

30. Wiltshire Council Care Leavers are exempted from Council Tax to include care leavers whom live within and outside the Wiltshire Council boundary, as set out in appendix B.

## **Reasons for Proposals**

31. This proposal will assist care leavers in, or in preparing for, adulthood and independent living and thus support us in delivering our statutory duties.

## **Terence Herbert**

### **Corporate Director for Children, Education and Communities**

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Report Author: Martin Davis, Head of Service - Care, Placements & EDS  
[martin.davis@wiltshire.gov.uk](mailto:martin.davis@wiltshire.gov.uk), Tel: 01225 712590

Date of report: 14.9.18

## **Appendices**

Children's Select Committee Report  
Proposed Council Tax Exemption Scheme for Care Leavers  
Minute from Cabinet decision on 9th October 2018 – To follow

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**Rapid Scrutiny Exercise:  
Children in Care Leavers**

**Purpose**

1. To report to Children's Select Committee (CSC) the outcome of the rapid scrutiny exercise established on 13 June 2017 and held on 23 January 2018 and 27<sup>th</sup> April 2018 to consider Wiltshire's Local Offer for Care Leavers under the Children and Social Work Act 2017 (which will be referred to as "local offer" in this report).
2. To make recommendations to the Cabinet Member for Children, Education and Skills.
3. **Note:** The Lead Member was asked by the Members to note in this report the vast amount of relevant experience residing within the review body in relation to Care Leavers and related matters, which included one member with current long-term experience as a Foster Parent. As such the final recommendations are based on the evidence received and the abovementioned experience in this area.

**Background**

4. It was resolved at the 13<sup>th</sup> June 2017 meeting of Children's Select that a meeting be set up between the Chair and Vice-Chair of Children's Select and Martin Davis, Cllr Laura Mayes, and Cllr Pauline Church to discuss a potential piece of scrutiny on children transitioning out of care.
5. At the above meeting it was resolved that a rapid scrutiny exercise be arranged to examine the draft of Wiltshire's Care Leavers Covenant. The covenant sets out Wiltshire Council's corporate responsibility for care leavers.
6. The rapid scrutiny exercise met on 23<sup>rd</sup> January to examine how the local offer intends to meet its goals and to address any perceived gaps or potential improvements.
7. At the 6<sup>th</sup> February 2018 meeting of the Children's Select Committee meeting it was requested that the rapid scrutiny exercise reconvene to consider further information and refine their conclusions and recommendations. This meeting took place on 27<sup>th</sup> April 2018.

## Membership

8. The following Councillors were appointed:

Cllr Chris Devine (lead member)  
Cllr Mary Champion  
Cllr George Jeans  
Cllr Melody Thompson

## Evidence

9. The following paper was made available prior to the meeting:

- Children and Social Work Act 2017, Care Leavers: A Local Offer (Briefing Report to Rapid Scrutiny 23.01.2017)
- Children and Social Work Act 2017, Care Leavers: A Local Offer (Further Briefing Report to Rapid Scrutiny 27.04.2018)

## Witnesses

10. Members of the rapid scrutiny would like to thank the following councillors and officers for attending the meeting and providing evidence:

Cllr Laura Mayes, Cabinet Member for Children, Education and Skills  
Cllr Pauline Church, Portfolio Holder for Children's Safeguarding  
Martin Davis, Head of Care and Placement  
Lucy Townsend, Director of Family and Children Services

## Deliberations

11. The local offer was introduced to the scrutiny members. During the ensuing discussion, several questions were asked and aspects of the policy further explored, including the following:

### Personal Advisors

12. Provision for Personal Advisor (PA) support would be extended for all care leavers up to age 25. Care leavers currently receive support from their PA until they reach age 21, the new statutory requirements entitle care leavers up until the age of 25 to request support from a PA. Scrutiny members expressed support for this extension.

13. Officers explained that advertisements for vacant PA posts generate significant interest and applications received are usually of good quality. Officers expressed confidence in being able to recruit to additional PA posts if funding is identified to increase numbers.

### Accommodation

14. It was acknowledged that there was a lack of accommodation across all of Wiltshire for care leavers. If housing in Wiltshire was not provided for care

leavers then more expensive accommodation would have to be sought out of county. As such, support was given to a housing pilot scheme to demonstrate the potential for success and attract housing developers.

15. Whilst no care leavers are currently in unsuitable accommodation, there were a number being housed outside of the county. As noted above, this is arranged at extra cost, both financial and through the distance from their communities. It was noted by the members that it is important that these individuals be encouraged back into Wiltshire-based accommodation.
16. Support was expressed in securing the commitment to treat care leavers as a priority banding, and it was acknowledged that this could be done with no direct need for additional funding.
17. Under the Rent Guarantee Scheme Wiltshire Council can act as a rent guarantor for care leavers. Currently this was in place for 10 care leavers. The scheme is designed to assist care leavers who can afford rent but where the landlord requires additional reassurance. It was noted that some requests are turned down where it is clear they would not be able to meet rent demands.
18. Members asked if communities surrounding the accommodation offered to care leavers are sufficiently vetted for suitability. Assurance was given that the officers from Housing are in contact with the Emerald Team to ascertain whether there are any concerns in the local area.
19. Concerns were raised over the possible lack of training and awareness from housing associations when it came to potentially housing care leavers with mental health issues (**recommendation 6**).

### Employment

20. A Building Bridges programme is currently in place to help disadvantaged children out of unemployment. Under the programme coaches are allocated to each child to help them find suitable employment within their local communities.
21. A new Grandmentors programme was detailed which would provide support for care leavers throughout their transition into independent living. The programme allows volunteers age 50+ to share their experience and knowledge with care leavers. Under this scheme Grandmentors contribute 50% towards operational costs with Wiltshire Council required to match fund.
22. Members sought assurance regarding the vetting procedure for potential Grandmentor volunteers and were informed that there would be a Volunteering Matters Co-ordinator in charge of this process and that the Council would ensure that safeguarding arrangements were robust before entering into a formal agreement and contract with Grandmentors.
23. Care leavers who meet the eligibility criteria would be guaranteed an interview for Wiltshire Council apprenticeships. Members felt that this favourable

access should be highlighted and published to ensure all care leavers and their Personal Advisors are aware and maximum take-up from care leavers can be achieved. (**recommendation 8**).

24. Concerns were expressed that some care leavers were missing out on employment opportunities due to not meeting “functional skills” requirements (i.e. maths and English), which weren’t relevant for their potential employment. Officers had spoken to Wiltshire College on the definition of functional skills and would be waiving this requirement in certain situations.
25. The rapid scrutiny noted that it would be useful to know from the Human Resources team which businesses are being approached by Wiltshire Council for apprenticeship opportunities.
26. Members felt that any apprenticeships and work placements arranged should be checked to ensure they are appropriate both in their sector and the geographic location to make sure that care leavers can access the opportunities and that they are receiving opportunities suited to them (**recommendation 9**).

#### Support

27. Mandatory training would be developed for all Wiltshire officers to promote a positive “cultural shift”. Members suggested this be advertised to all mentors and hoped it would go beyond a short online course (**recommendation 7**).
28. Support was given to providing care leavers with free leisure passes. It was noted this could be done at minimal cost.

#### Finance

29. The Leaving Care Grant provided to all care leavers was currently £2000. This grant is held by Wiltshire Council and any spends went through a care leaver’s Personal Advisor. Whilst it was noted that Personal Advisors are resourceful and good at sourcing value for money, it was noted that the grant was relatively small. It was asked that research be done into the amounts provided in other nearby local authorities, it was discovered following this that other local authorities currently pay the same £2000 rate as Wiltshire. Scrutiny members suggested that more money should be made available through a discretionary amount which could be given on a case by case basis, as determined by the team managers (**recommendation 2**).
30. It was strongly recommended that care leavers be provided council tax exemption until the age of 25. In the interest of providing care leavers with the best start possible it was felt that removing this cost for them constituted a sensible and effective use of the funding available (**recommendation 1**).
31. Strong support was given to funding an additional two Personal Advisor posts to expand the support offered to care leavers (**recommendation 1**).

32. WiFi contributions were suggested to be provided at a rate of 50%. It was requested that a potential care leavers WiFi connection deal, provided through the digital strategy, be investigated. This would reflect the current reliance on WiFi, especially for people of a typical care leaver's age (**recommendation 4**).
33. Members queried whether there would be value for money if the Council were to fund tuition fees for care leavers. It was noted that repaying student loans does not begin until an annual income threshold of £17,775 has been reached. It was considered that this funding could be used elsewhere to more effectively help care leavers (**recommendation 5**).
34. Members suggested that a bus pass scheme should be developed for care leavers to assist them in attending education, interviews and employment (**recommendation 3**).

#### Additional Meeting

35. At the additional meeting members were informed that the Corporate Parenting Panel was consulted on 13<sup>th</sup> March 2018 and asked whether they supported the developments outlined in the draft offer. The Panel provided positive feedback and indicated that they agreed with priorities that had been identified.
36. The members of the Rapid Scrutiny were informed that Personal Advisers had also been consulted on the priority order for developments in the local offer which require significant additional investment. Members were informed that following this Children's Services had resolved to fund its contribution to the Grandmentors scheme.
37. The Corporate Parenting Panel, the Personal Advisers, and the Rapid Scrutiny members identified their order of their priorities as follows (**recommendation 1**):

	<b>Corporate Parenting Panel</b>	<b>Personal Advisers</b>	<b>Rapid Scrutiny</b>
1 <sup>st</sup>	Funding for 2 extra Personal Advisors	Funding for 2 extra Personal Advisors	Funding for 2 extra Personal Advisors
2 <sup>nd</sup>	Grandmentors	Grandmentors	Grandmentors
3 <sup>rd</sup>	Free Bus Pass	Free Bus Pass AND Contribution to Wifi costs	Free Bus Pass (to assist care leavers in attending education, interviews and employment) AND Contribution to Wifi costs
4 <sup>th</sup>	Council Tax Exemption	Leisure Centre Pass	Leisure Centre Pass
5 <sup>th</sup>	Extra Care Leaver's Grant	Council Tax Exemption	Council Tax Exemption

6 <sup>th</sup>	Leisure Centre Pass	Extra Care Leaver's Grant	Extra Care Leaver's Grant <b>with the addition of</b> "to include a discretionary amount that could be given on a case by case basis, as determined by the team managers"
7 <sup>th</sup>	Tuition Fees	Tuition Fees	
8 <sup>th</sup>	Contribution to Wifi costs		

## Recommendations

With regards to the Wiltshire Local Offer for Care Leavers the rapid scrutiny exercise recommends that the Cabinet Member for Children, Education and Skills:

1. Prioritises the additional investments in the Local Offer as follows:

1 <sup>st</sup>	Funding for 2 extra Personal Advisors
2 <sup>nd</sup>	Grandmentors
3 <sup>rd</sup>	Free Bus Pass (to assist care leavers in attending education, interviews and employment) and Contribution to Wifi costs
4 <sup>th</sup>	Leisure Centre Pass
5 <sup>th</sup>	Council Tax Exemption
6 <sup>th</sup>	Extra Care Leaver's Grant with the addition of "to include a discretionary amount that could be given on a case by case basis, as determined by the team managers"

2. Explores the creation of a bus pass scheme for care leavers to assist them in travel to and from education, interviews and employment
3. Increases the Care Leavers Grant to fall in line with the average grant levels in surrounding local authorities and to allow a discretionary amount that could be given on a case by case basis, as determined by the team managers.
4. Explores the creation of a funded Wi-Fi package for care leavers through the Wiltshire Digital Strategy.
5. Ceases the funding for university tuition fees so that the funds released could be used more effectively elsewhere for the benefit of care leavers.

Regarding care leavers in general, the rapid scrutiny exercise also recommends that the Cabinet Member for Children, Education and Skills:

6. Promotes training for housing association employees to ensure adequate levels of Child and Adolescent Mental Health awareness.
  7. Advertises the mandatory training available for all officers amongst mentors and ensures that the training is and has been effective.
  8. Promotes the favourable access available for care leavers to Wiltshire Council apprenticeships to the care leavers and their Personal Advisors.
  9. Ensures measures are in place so that the work placements and apprenticeships offered to care leavers are appropriate both in their work sector and their geographic location.
- 

**Cllr Chris Devine, lead member for the rapid scrutiny exercise**

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**Background documents**

None

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# Council Tax Discretionary Discount Policy for Care Leavers

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**This Policy is effective from 1<sup>st</sup> April 2018**

## Care Leavers

### Introduction and purpose

Wiltshire Council wants to improve the lives and life chances of our care leavers. We recognise that care leavers are among the most vulnerable groups in our society, and by granting up to 100% discretionary discount from council tax, the Council will be providing practical help and financial assistance to care leavers whilst they are developing independent lives and their life skills.

Wiltshire Council aims to provide financial assistance with council tax bills to support our care leavers from the age of 18 until their 25<sup>th</sup> birthday.

The discretionary discount will be awarded only after entitlement to other legislative discounts or exemptions have been applied (except Council Tax Reduction) and will be awarded to all Wiltshire care leavers living within the county of Wiltshire with effect from xxx irrespective of the date of their application.

Legislation sets out statutory exemptions which the council must apply but also permits the local authority to introduce its own exemptions under discretionary powers provided by Regulation 13a of the Local Government Finance Act 1992. Councils therefore have the power to reduce the amount of council tax a person has to pay. This includes the power to reduce an amount to nil, and may be applied to individual cases or by determining a class of case in which liability is to be reduced. The purpose of this policy is to confirm the creation of a new class of council tax discount and the basis on which that discount can be awarded.

This policy outlines:

- the procedures for awarding the relief to Wiltshire care leavers living in the county.
- the appeals procedure for citizens dissatisfied with a decision made for this relief

### Definition

A care leaver, for the purposes of this policy, is a young person aged 18 – 25 who was formerly a child in the care of Wiltshire Council and then became a 'care leaver' as defined by The Children (Leaving Care) Act 2000 and is liable for council tax on a dwelling within the county of Wiltshire or is living in a household which would have qualified for a single person's discount. The definition includes young people who were in the care of the council by voluntary agreement or because of a court order.

### **Estimated cost of the scheme**

Analysis of records confirms there are currently 120 care leavers, 40 of whom are liable to pay council tax. Based on the average council tax charge for a band B property in 2018/19 (£1,382.83) offering 40 households a 100% discount would cost £55,313 per annum.

In addition to the £55,000 a further cost will be incurred by awarding a 25% council tax discount to approximately 12 single adult households currently housing a care leaver with an estimated cost of £4,148 per annum.

Based on current numbers of care leavers and current council tax charges it is estimated that the scheme would cost in the region of £60,000 per annum in 2018-19.

### **Legal Provision**

There are a number of statutory discounts, disregards and exemptions available under council tax legislation for people and properties in certain circumstances.

In addition to these, a council can award discretionary relief under section 13A(1)(c) of the Local Government Finance Act 1992 (as amended in 2012):

*“(1) The amount of council tax which a person is liable to pay in respect of any chargeable dwelling and any day (as determined in accordance with sections 10 to 13)-*

*...*

*(c) in any case, may be reduced to such extent (or, if the amount has been reduced under paragraph (a) or (b), such further extent) as the billing authority for the area in which the dwelling is situated thinks fit.”*

*....*

*(6) The power under subsection (1)(c) includes power to reduce an amount to nil.*

*(7) The power under subsection (1)(c) may be exercised in relation to particular cases or by determining a class of case in which liability is to be reduced to an extent provided by the determination.”*

This therefore allows the council to reduce the amount of council tax payable, after statutory discounts and exemptions, by any amount. This provision is separate to and distinct from the published Council Tax Reduction Scheme.

## **Criteria**

Care leavers that meet the definition above will be eligible to apply for a local discount. The scheme will incorporate a hierarchy of liability. Where a Care Leaver is recorded as liable to pay council and regardless of whether the Care Leaver lives alone or not, the household will be awarded 100% discount on the amount of council tax they are liable to pay after statutory discounts and exemptions have been applied.

Where a Care Leaver joins a household comprising of one adult who is recorded as liable for council tax we would look to award a discount of 25% where a care leaver or care leavers join that household as a sub-tenant; however, each case will be treated on its facts.

No reduction will be made for care leavers of other authorities living within the county boundary, but separate arrangements will be provided for Wiltshire care leavers who are living outside the Wiltshire area.

## **Application process**

A care leaver (or his/her appointee or a recognised third party acting on his/her behalf) will complete an application form, or provide sufficient detail to enable the discount to be processed.

Forms will be available from the care leaver's Personal Advisor or from the Revenues Service.

An application should provide the following information:

- Full name
- Date of birth
- Current address
- National Insurance Number
- Details of any other adults in the property and relationship to them
- Details of any circumstances that would be relevant to entitlement to legislative discounts, disregards or exemptions
- Contact details
- Name of personal advisor, if known

Upon receipt of an application, a member of the Revenues Service will verify the status of the care leaver from council records and assess the award.

Awards will be made directly by a reduction in liability on the council tax account and notification of the award of discretionary relief will be by way of the council tax bill.

The Revenues Service will undertake periodic reviews appropriate to the individual circumstances of each case. Children's Services will provide a quarterly list of all care leavers between the ages of 18 and 25.

The care leaver (or his/her appointee or a recognised third party acting on his/her behalf) must advise of any change of circumstances which may impact the council tax charge within 21 days.

Any overpaid discretionary relief will be reclaimed through the relevant council tax account and collected and recovered under the Council tax (Administration and Enforcement) Regulations 1992.

#### Review of Decision/Appeals

The council will accept a written request from a care leaver (or his/her appointee or a recognised third party acting on his/her behalf) for a re-determination of its decision.

- Re-determination of the decision will be made by an officer who has not previously been involved with the award.
- In the case where the customer has been notified of a decision and they exercise their rights to appeal, they must make payment to their council tax account as requested. In the event that an appeal is successful, any credit on the account will be refunded.
- The council will consider whether any additional information has been provided that will justify a change to its original decision.
- The council will notify the council tax payer of its final decision within 21 days of receiving a request for a re-determination.
- Whilst every effort will be made to meet the deadline outlined above, failure by the council to do so does not qualify the applicant for relief.
- If an applicant remains dissatisfied with refusal of their application they may appeal to the Valuation Tribunal for England (VTE).

**Wiltshire Council**

**Full Council**

**16th October 2018**

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**Subject: Care leavers: A Local Offer**

**Cabinet member: Laura Mayes, Cabinet Member for Children and Education**

**Key Decision: No**

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## **Executive Summary**

Following the implementation of the Children and Social Work Act 2017 our duties and responsibilities to care leavers have been extended. Specifically, Local Authorities in England must publish a Local Offer for care leavers, providing information about services which the local authority offers that may assist care leavers in, or in preparing for, adulthood and independent living. This includes services relating to health and well-being; relationships; education and training; employment; accommodation; participation in society.

This paper outlines the process undertaken to build the Local Offer and the details of the Local Offer for care leavers in Wiltshire.

## **Proposals**

That Full Council endorse the Local Offer for care leavers in Wiltshire.

## **Reasons for Proposals**

To ensure we meet the legal duty as required by the Children and Family Act 2017 which provides clear commitment to the Council's Corporate parenting responsibilities and ambition for our care leavers.

**Terence Herbert**  
**Corporate Director**

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## Wiltshire Council

### Full Council

16th October 2018

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**Subject:** Care leavers: A local offer

**Cabinet member:** Laura Mayes, Cabinet Member for Children and Education

**Key Decision:** No

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### Purpose of Report

1. To provide Council with an overview of the new duties and responsibilities to care leavers arising from the Children and Social Work Act 2017.

### Background

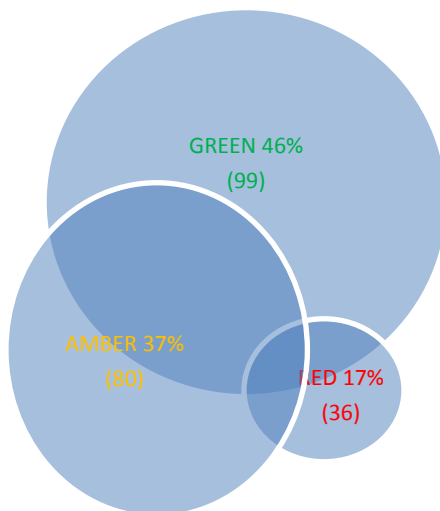
2. Following the implementation of the Children and Social Work Act 2017 our duties and responsibilities to care leavers have been extended. Specifically, Local Authorities in England must publish a Local Offer for care leavers, providing information about services which the local authority offers that may assist care leavers in, or in preparing for, adulthood and independent living. This includes services relating to health and well-being; relationships; education and training; employment; accommodation; participation in society.

Underpinning principles within the Children and Social Work Act 2017:

- Introduces corporate parenting principles to which local authorities must have regard. Through Corporate Parenting Panel (CPP) we have reviewed the requirements of the Act and are reassured that our revised Corporate Parenting Strategy already meets the requirements of the Act. CPP will continue to review the effectiveness of this strategy and strengthen it where required.
- **Local authorities in England must publish a Local Offer for care leavers, providing information about services which the local authority offers that may assist care leavers in, or in preparing for, adulthood and independent living. This includes services relating to health and well-being; relationships; education and training; employment; accommodation; participation in society.** This report will provide details of what we plan to include within the Wiltshire Offer.
- Extension of local authority support to Care leavers to age 25, including provision of Personal Advisers, assessment of the needs of former relevant children and preparation of a Pathway Plan.
- Educational achievement of previously looked after children. Local authorities in England must make advice and information available for the purpose of promoting the educational achievement of previously looked after children educated in their area, and must appoint at least one person for the purpose of discharging that duty; schools must designate a member of the staff as having responsibility for promoting the educational achievement of previously looked after children. This is a priority for the Virtual School with the Virtual School Head taking lead responsibility. The Virtual School Board of Governors is aware of this new responsibility.

## Wiltshire Care Leaver Population

3. Currently in Wiltshire there are 215 care leavers, the majority of these (165) are aged between 19 and 21 years.
4. Services to care leavers are provided by the two Children in Care Teams. Children in Care are allocated a Personal Advisor when they reach 15 ½ years, the PA will work alongside the child's social worker to support the child and develop a Pathway Plan. From the age of 18 the social worker will transfer the case to a PA who then becomes the lead professional.
5. We undertake a regular screen on individual care leavers. The screen has been developed by Barnardos to support service development, it provides a RAG rating across domains including accommodation, mental health, education, employment and social inclusion.



Young people can move through each section / colour depending on their level of stability. Significant events have an impact on this, depending on the outcome for the young person. Crisis events tend to see them move into red, their ability to cope with crisis and significant events affects their stability. This impacts on a worker's priorities.

## Correlation analysis

6. Green / stable cases have a strong correlation with a long term stable placement through their care career or towards the end. These young people enjoyed good attachments and relationships with carers, they are particularly well engaged in education or training. Common features include:
  - integrated family life in an excellent foster placement
  - doing very well in GCSEs or at collage
  - continues to make excellent progress and is working at or above expected progress
  - SATS better than expected
  - higher education an ambition
  - employed
  - has her own tenancy
  - described as gifted and talented
7. Amber cases have likely experienced several temporary placements, are less likely be in education or employment, are more difficult to engage and more likely to have mental health issues. Emotional and behavioural development is of concern. Common features include:
  - history of self-harm
  - exclusions
  - NEET
  - SEND

- hasn't received any formal education (UASC – unaccompanied asylum seeking children)
  - disengaged
8. Red cases have a strong correlation with those who have had several placements in different areas, including out of county placements, complex mental health needs, NEET, traumatic childhoods and journey through care. Common features include:
- history of domestic abuse, affecting self esteem
  - inability to form attachments and have meaningful relationships
  - at risk of CSE
  - sexualised behaviour
  - delayed development
  - homeless
  - suicidal tendencies and self-harm and ongoing emotional concerns

### **Extending Personal Adviser Support to All Care Leavers to Age 25**

9. The new duty that extends Personal Adviser (PA) support to all care leavers means that the local authority continues to exercise functions in respect of the care leaver to age 25 and should therefore apply the corporate parenting principles when exercising those functions. Each care leaver will reach the point at which they can live successful and independent lives at a different age and there is no assumption in the Act that all care leavers will require statutory support until age 25.
10. The relevant guidance makes it clear that although each individual case will be different, in broad terms, it is appropriate for support for care leavers to taper away over time, in recognition of their growing maturity and independence. This is borne out by our own local analysis.
11. For care leavers aged 21 or over, the duties in the Children Act 1989 and those introduced through the Children & Social Work Act – to assess care leavers' needs, and develop and keep under review a pathway plan – apply only where the young person requests support.
12. The new duty therefore means that local authorities do not necessarily need to provide the same level of support to care leavers aged 21 to 25 as it does for those aged 18-20. The new duty does however will enable us to be proactive and remain aspirational for all our leavers up to 25. This will be an offer for all until 25 and will be particularly important for those who may be continuing to struggle with the transition to independence and adult life. Our approach recognises care leavers growing stability and maturity between age 21 and 25, during which many care leavers are able to lead successful lives and may choose not to access PA support or continue contact with their local authority but the offer is there if requested or required.
13. The new duty to extend PA support to all care leavers up to age 25 means that they will be able to continue to receive support when they reach age 21, or to request PA support at any point after age 21 up to age 25, even if they had previously indicated that they did not want it. The PA should provide support for as long as that issue remains and address any new issues if they arise. But if the young person does not want or require support on an ongoing basis, the case can remain inactive until the care leaver makes another request for support.
14. Analysis indicates the need to prepare to provide a service to an additional 43 young people in the first year, with growth likely to increase thereafter. In order to meet this demand a further two PA posts have been added and recruited to the structure.



## **Building the Care Leaver Offer**

15. Two cross-council Heads of Service meetings took place to identify relevant resources and services to care leavers. The CiC Council reviewed the local offer provided by North Somerset (an exemplar in the consultation documents) and were asked to comment on what they would like to see in a Wiltshire local offer. The Personal Advisers undertook a similar exercise.
16. Broad cross-Council commitment has been achieved both at senior level as evidenced in the Business Plan and at operational level through consultation with Heads of Service. Reports have also been presented to the Looked After Children Improvement Group, Performance and Outcomes Board, Health and Well-being Group and Public Service Board.
17. Corporate Parenting Panel (CPP) was consulted on 13 March and asked whether they supported the developments outlined in the draft offer. CPP gave positive feedback and indicated that they agreed with priorities identified.
18. On 19th June 2018, Children Select Committee resolved to endorse the main elements included with the draft local offer to care leavers, details of which are outlined below. Children's Select identified additional areas for consideration which have or are currently being explored and may be added to the Care Leaver Offer in due course. This includes a commitment to explore the creation of a funded Wi-Fi package for care leavers through the Wiltshire Digital Strategy.

## **The Local Offer**

### **Accommodation**

#### **Priority Banding through Homes for Wiltshire**

19. This has been secured and demonstrates a clear commitment from the council to ensure that care leaver's accommodation needs are treated as a priority.

#### **Young People's Accommodation Officer**

20. We continue to fund a designated young person's and care leavers accommodation officer to act as the initial point of contact and 'trouble shooter' for care leavers. There have been positive outcomes both strategically and operationally.

#### **Supported Housing Pilot**

21. A pilot in partnership with Housing has been agreed. Three two-bedroom flats have been identified from existing council stock in the Salisbury area and made available for the pilot. The flats are furnished to a good standard, bedrooms are sound-proofed and tenants receive a secure tenancy. Rent has been capped at or near to Housing Benefit levels, this includes maintenance costs. Support is provided Personal Advisors. We will use the pilot success to illustrate to housing associations that the model is effective and encourage similar schemes to be developed across Wiltshire. We do not have any Council stock in this area at this time but will continue to work with housing colleagues to progress matters.

#### **Local connection agreed for Wiltshire Care leavers placed/living Outside of Wiltshire**

22. This enables any Wiltshire Care Leaver who has been previously placed outside of the county to bid on properties through Homes for Wiltshire or to access the supported

housing pilot. This is a very positive outcome and many authorities have not achieved this.

### **Rent Guarantee scheme**

23. We offer to act as a rent guarantor to care leavers where they have a sufficient income to cover rent and associated living expenses. Legal services will review each agreement to ensure Council liability is limited. Currently we act as rent guarantors to 10 care leavers, the majority are attending university. If this is not an option we would support with alternative accommodation options.

### **Work/Independence**

#### **Dedicated support through Building Bridges Programme to support young people into work**

24. Building Bridges is the Swindon and Wiltshire implementation of the nationwide Building Better Opportunities project. The programme is funded jointly through the Big Lottery Fund and European Social Fund, with funding secured through to 2019. Applications to Building Bridges is made via the Personal Advisers, referrals rates are scrutinised by the Looked After Children and Care leavers Employment Pathway Steering Group. Building Bridges work with people over the age of 15. There is a group of partners identified to focus on the theme of reduction in NEET.

#### 25. Participant Eligibility:

- a. Not working (Working less than 1 hour each week or not working at all. Can be registered or unregistered unemployed or not on benefits at all.)
- b. Have the legal right to work in the UK (Either through citizenship, registered refugee status or other legal right. Not asylum seekers.)
- c. Currently live in or close to Wiltshire area
- d. Not on a zero hours contract
- e. Not in Prison (Can work with people who are on probation)

26. Opportunities include volunteering, work experience and support to secure employment with continued in work support. Financial support and legal advice can also be accessed. Key workers liaise and work with other partners for any other activities appropriate for their participant to access. All participants are able to access any of the support training offered by any of the BB providers if it best meets their needs and their learning styles.

### **Case Study**

27. Young Man (YM), 17 working with a personal advisor from the children in care team, has a criminal record and served a short term custodial sentence. YM spent time out of the main stream school system though has functional maths and English having attended college. PA worked with YM to complete referral having met BB key worker at a multi-agency meeting.
28. YM was assigned a key worker a BB provider which organises a variety of courses for 16-25 year olds to help them develop the essential skills required for both independent life and at work. The key worker worked with YM & PA to create a personalised plan that would support participant to achieve their aims of securing fulltime work within the construction

industry.

29. YM took part in a number of courses which included independent living skills, confidence building and also completed a six week Princes Trust Program. Participant found a volunteering opportunity with local community garden project where they assisted in the building of a picnic and outside learning area for schools and community groups. Working together with the BB partners and their PA the participant started an apprenticeship with a local construction company in September.

### **Grandmentors**

30. Grandmentors mobilises older volunteers (age 50+) to use their wisdom and life experience to support young people leaving care to help them reach their full potential.
31. The programme works with young people from the ages of 16-24 and provides them with a mentor who is not motivated by pay, but because they enjoy it and want to help them. Each volunteer supports a young person for a minimum of six months, working towards agreed personal goals. The programme works in partnership with social workers and personal advisors. It is this combination of skills, experience and effective partnership working that has made the programme a success elsewhere. Volunteering Matters have supported over 250 care leavers to date, and currently operate the Grandmentors programme in the London Boroughs of: Islington and Hounslow, Ipswich in Suffolk and Folkstone, Kent.
32. The Grandmentors programme supports care leavers to make a successful transition into independent living through:
  - a. Improved employability skills, readiness for, and progression in education, employment or training.
  - b. Improved relationships and a wider social network.
  - c. Better mental and emotional wellbeing, greater self-confidence, self-worth and resilience.
  - d. Improved independent living skills, including budgeting, maintaining their accommodation and accessing health services such as GP and dentist.
33. Volunteering Matters internal evaluation of Grandmentors shows that:
  - a. 75% of care leavers reported increased feelings of wellbeing and self-confidence after being matched with a mentor.
  - b. 42% of young people who were not in employment, education or training (NEET) before being matched with a mentor moved into education, employment or training.
34. Under the scheme a Volunteering Matters Coordinator has been recruited and will be co-located within one of the Children-in-Care teams. Their role is to:
  - Recruit, interview, screen and train mentors. This includes taking up references, DBS checks and a comprehensive training programme, including safeguarding, the mentor role, engaging with young people and modelling behaviours.
  - Work closely with the two Children in Care teams to promote the programme and to facilitate referrals.

- Matching – facilitating careful pairing of mentee and mentor to ensure best probability of success. Central to the programme' success is that a young person wants to have a mentor and can choose their mentor.
  - Mentor support – regular support and review meetings. Ensuring that mentor activities are outcome focussed.
  - Impact measurement – quantitative and qualitative information gathered through mentor and mentee surveys, with support from the Volunteering Matters Evaluation Manager.
35. The programme will deliver 25 matches per year in year 1 increasing to 40 matches in year 2. Volunteering Matters have secured funding from Nesta to expand the Grandmentors programme into Wiltshire and provide 50% of the funding for the scheme until March 2020. This funding could continue otherwise we will have to consider budgets going forward based on the success of the programme.

#### **Favourable access to Council apprenticeships**

36. We have implemented a guaranteed interview scheme for care leavers to all Council apprenticeships where they meet any eligibility criteria. The Looked After Children and Care Leavers Steering Group is publicizing vacancies and tracking applications. We have recently appointed our first apprentice under this scheme.

#### **Work placements (Council & Business)**

37. The Looked After Children and Care Leavers Pathway to Employment Steering Group is introducing a range of work placements for care leavers within the Council. We will use the learning gained through this before looking to extend opportunities into local businesses. This work is currently led by an Employment and Skills Officer.

#### **Transport costs**

38. We continue to explore transport options and ways to support young people to travel across rural Wiltshire. Young people have said that cost makes this prohibitive, as a result it increases the sense of isolation and limits ambition. One option is the introduction of a discretionary buss pass scheme.

#### **Stability & Security**

##### **Senior Officers to act as mentors**

39. We have a wealth of talented and skilled officers working within the council and it would be a positive extension of our corporate parenting responsibilities to ask senior officers from across all departments to act as a mentor for a care leaver. We have operated similar in the past with some officers continuing to mentor a young person.

##### **Mandatory Training for all officers**

40. We will develop and deliver training to all staff in relation to their corporate parenting responsibilities. While this would not be detailed within the Local Offer, it would help underpin the cultural shift that is required if care leavers are to be provided with the opportunities we would want them to have.

## **Legal advice**

41. Legal services have agreed to provide free legal advice to care leavers. Range and scope to be agreed but will not include criminal law.

## **Care Leaver Champions embedded in each Council Department**

42. Agreement at Head of Service level to identify an individual to act as single point of contact for personal advisers within their department who will commit to identify solutions where care leavers are receiving or requesting a service. This is currently available in the services where the offer is live.

## **Health**

### **Free Leisure Centre Passes**

43. An annual free membership will be offered to care leavers, children in care and Wiltshire Council fostering families and supported lodging carers. We know that nationally health outcomes for LAC and care leavers are poor, in Wiltshire we know that many of our care leavers are socially isolated and experience periods of depression. Offering free access to leisure centres provides a positive message to young people about how they are viewed and gives them the opportunity to become more active and engaged in their local community.

## **CAMHS**

44. Flexible transition is specifically aimed at particularly vulnerable young people (including LAC) age 17 years and over who are currently known to CAMHS and facing concurrent transitions in their social, educational, employment and / or family situations. These young people require ongoing, often intensive emotional support to improve their resilience. In these circumstances CAMHS will provide a continuation of support beyond 18th birthday, with CAMHS interventions tailored around a young person's emotional development, rather than their chronological age. This support, whilst having a mental health focus, also incorporates life skills, employment and / or education opportunities, and generally building emotional resilience for young people who would otherwise struggle to maintain their wellbeing during the transition to adulthood. The flexible transition offer will be explored with those young people whose emotional development would continue to benefit from a CAMHS intervention post 18, but do not require an adult mental health service. However, this service does not accept new referrals for those aged over 18 years.
45. We are working with adult mental health services to secure a priority service for care leavers, particularly where they do not meet traditional eligibility criteria. This is a priority area for the Adults and Children's Transformation programmes.

## **Finance**

### **Revenue & Benefits Workshop and Surgeries**

46. Colleagues within the Council Revenue and Benefits Service will host surgeries for care leavers and PA's to ensure they are in receipt of all relevant benefits. The service will also include personal budgeting/money management support where appropriate.

### **Financial Entitlement Leaflet** (impact of universal benefit)

47. The same team have developed an entitlement leaflet to help inform care leavers and those working with them. Clarity regarding the complexities of the Universal Benefit scheme will be explained in full.

### **Leaving Care Grant**

48. Each care leaver is eligible to a grant of £2000 to support them in their move towards independence. We have considered increasing the grant but after consultation with other local authorities have found that they provide a similar level of funding. In exceptional circumstances local managers can approve a top-up payment.

### **Council Tax exemption**

49. This is cited as a good practice exemplar in the DfE consultation material. Legislation set out statutory exemptions which the council must apply but also permits the local authority to introduce its own exemptions under discretionary powers provided by Regulation 13a of the Local Government Finance Act 1992. In other words the council has a choice whether to introduce a scheme which is unique to Wiltshire; however any scheme must be concise and unambiguous to ensure it is applied in a way that is measurable and consistent. It must be awarded in conjunction with statutory schemes and must also be monitored to ensure it is applied only until the care leaver reaches the age of 25.
50. Analysis of the current caseload has revealed that the type of accommodation occupied by care leavers varies greatly. Some are living independently and or with partners with children of their own and sustaining tenancies, paying full council tax. Others are living in a range of supported accommodation provided by the likes of Alabare and other well know care providers. Some are living with parents or guardians. Many therefore do not find themselves liable for council tax. In fact less than 40 currently find themselves liable for council tax and a further 12 are in a household where their presence affects entitlement to single person discount.
51. A separate report is presented at Full Council on 16th October 2018 to seek approval for this element of the scheme.

### **Contribution towards WiFi payments**

52. Care leavers have said that access to the internet is a real priority for them; while many can do this via mobile phones the cost of access via 4g is high. Other LA's have agreed to pay a contribution towards WiFi. We are comparing the various offers which other LA's make and the safeguards that they have in place but will look to introduce a similar scheme locally within this financial year.

### **Safeguarding Implications**

53. Care leavers are a vulnerable group of young people, the Council has Corporate Parenting responsibilities it must discharge. This Local offer will enable us to fully discharge our responsibilities whilst affording Care leavers the best opportunity to maintain stable and successful lives in adulthood.

### **Public Health Implications**

54. Outcomes for care leavers are much poorer than the general population including rates of suicide, incarceration and teenage pregnancy to name a few. The Local Offer will support care leavers to transition into adulthood and reduce inequalities later in life.

### **Corporate Procurement Implications**

55. None

### **Equalities Impact of the Proposal**

56. This will improve the opportunities for care leavers and reduce inequalities that they experience, given they are from a vulnerable group and are likely to be the subject of multiple vulnerabilities.

### **Environmental and Climate Change Considerations**

57. None

### **Risk Assessment**

58. There is a reputational risk for the council if it is not seen to be ambitious for its Care leavers.

### **Risks that may arise if the proposed decision and related work is not taken**

59. There is a reputational risk, a risk associated with external scrutiny from Ofsted Inspections and more importantly increased risk to individual care leavers and their future opportunities as they move into adulthood if we do not prove comprehensive support in the form of the Local Offer.

### **Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks**

60. None

### **Financial Implications**

61. Looked after children budgets remain under pressure locally as they do nationally. The Government has increased statutory requirements to care leavers but has not provided funding therefore Local Authorities are having to fund this from existing budgets; this will therefore impact on other elements of children's services.

### **Legal Implications**

62. Under the Children and Social Work Act 2017 the Council has a duty to publish a Local Offer for care leavers.

### **Options Considered**

63. A number of options were considered to build the Local Offer for care leavers in consultation with young people, officers, partners and Councillors.

## **Conclusions**

64. This paper presents a comprehensive Local Offer for care leavers as required by the Children and Social Work Act 2017.

## **Proposals**

65. That Full Council endorse the Local Offer for care leavers in Wiltshire.

## **Reasons for Proposals**

66. To meet the legal duty under the Children and Social Work Act 2017 and provide a clear commitment to the Council's Corporate parenting responsibilities and ambition for our care leavers.

**Terence Herbert**  
**Corporate Director**

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**Report Author**  
Lucy Townsend  
Director Families & Children's Services



**Wiltshire Council**

**Full Council**

**16 October 2018**

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## **Electoral Review of Wiltshire Council: Stage One Submission to the Local Government Boundary Commission for England – Pattern of Divisions**

### **Executive Summary**

The Electoral Review Committee was established by Full Council at its meeting on 17 October 2017 to progress the Council's response to the Boundary Commission's Electoral Review of Wiltshire Council.

Following the 'minded to' decision of the Local Government Boundary Commission for England ("The Commission") that Wiltshire's council size should remain at 98 councillors, a draft pattern of divisions has been prepared by the Committee and recommended for approval by Full Council.

### **Proposal**

- 1) That Council approves the draft submission on a pattern of divisions to the Local Government Boundary Commission for England as set out in Appendix A.
- 2) To delegate any necessary changes to finalise the document for submission to the LGBCE to the Director of Legal and Democratic Services after consultation with the Chairman of the Electoral Review Committee
- 3) To delegate the preparation of nominal division names to the Director of Legal and Democratic Services after consultation with the Electoral Review Committee, noting that Full Council will recommend finalised names following publication of draft recommendations by the Commission in February 2019.

### **Reason for Proposals**

To approve a submission to the Local Government Boundary Commission for England for stage one of the electoral review

**Dr Carlton Brand, Corporate Director**

## **Wiltshire Council**

### **Full Council**

**16 October 2018**

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## **Electoral Review of Wiltshire Council: Stage One Submission to the Local Government Boundary Commission for England – Pattern of Divisions**

### **Purpose**

1. For the Council to approve a draft submission to the Local Government Boundary Commission for England on a pattern of electoral divisions.

### **Background**

2. On 15 September 2017 Wiltshire Council was notified by the Local Government Boundary Commission for England ('the Commission') of its intention to carry out an electoral review of the Council in its 2018/19 work programme. This was because 25 of the 98 electoral divisions in Wiltshire had a variance from the average number of electors per councillor greater than 10% and 2 had a variance of more than 30%.
3. On 17 October 2017 Council established the Electoral Review Committee ('the Committee') to progress the Council's response to the review, and to formulate recommendations on any submissions to be made to the Commission during the review process.
4. Following consideration of evidence by the Committee, Full Council on 20 February 2018 approved a draft submission, which was provided following amendment under delegated authority to the Commission on 4 April 2018.
5. Following a request for further information from the Commission Full Council approved a supplementary submission on 10 July 2018.
6. On 28 August 2018 the Commission announced that it was minded to agree a council size of 98 councillors, noting its decision was taken '*in the context of the Area Boards and their importance to the Council's decision-making process*'. A consultation on a pattern of divisions was therefore launched to run from 28 August-5 November 2018.
7. In addition to providing the Commission with contact information for town and parish councils, political parties, community groups and other partner organisations within the council area, the following engagement was undertaken by this Council:
  - A briefing note was published externally on the Council's website and directed specifically to parish councils. The briefing note included links to the Commission's consultation, electorate projections for 2024 for all polling

districts, submissions made during the preliminary phase and technical guidance on preparing submissions for stage one of the electoral review.

- Town and parish councils were further contacted directly to alert them to the consultation and to contact the Commission, and that the Council welcomed representations if any wished to share their views. This was also noted in the town and parish council newsletter.
- A press release was provided on the Council's website, along with a new webpage dedicated entirely to information on the electoral review.
- Further engagement was made with local press outlets to ensure publicity for the review was maximised.
- Posters and leaflets provided by the Commission were distributed to Council libraries and hubs.
- Information gathering sessions were arranged for all Area Board councillors with the Chairman of the Electoral Review Committee to discuss the outcome of the preliminary phase and discuss local community and electoral implications.
- The Electoral Review Committee also held a series of workshops to discuss preliminary proposals, and all councillors were provided with details of public representations received.
- Representations received were circulated to all Wiltshire Councillors, along with any updated information on electorate projections and links to polling districts maps.

8. The Committee held a meeting on 5 September 2018 to discuss the council's response to the Commission's consultation, as well as workshops on 27 September and 1 October 2018. Draft proposals were approved for inclusion with a draft submission at meetings on 2 and 8 October 2018. From 3-20 September 2018 information gathering sessions were conducted with each area board, and all town and parish councils were invited to share any comments on the Commission's consultation.

### **Principles**

9. In preparing its proposals the following key principles have been applied by the Committee:
- i) Statutory Criteria - electoral equality: The abiding rule that was considered. Every effort was made to ensure all divisions were within a variance of 10% from 4263 electors.
  - ii) Statutory Criteria - Community Identity and Effective and Convenient Local Government: Under the Committee's interpretation of these criteria all community area boards would be preserved, while accepting some changes would be appropriate to achieve electoral equality, and to better reflect local identity to correct where previous reviews required some separation of communities because of electoral equality. In the proposals each councillor would be represented on one area board only, and each division by a single member.
  - iii) Previous Community Governance Reviews: Where the Council had carried out previous Community Governance Reviews it would be appropriate to adjust division boundaries and area board boundaries to reflect those changes, even where for existing development this would otherwise conflict with principle vii.
  - iv) Preservation of Parishes: The Council made every effort to avoid splitting any small parishes into different divisions. Parishes which already exceed the target

electorate numbers would need to be split, and in some historic cases parishes have been split which would need to be considered carefully. Electoral equality would override the consideration where necessary, or community cohesion in relation to principle vii.

- v) Splitting Parishes: Where it is necessary or appropriate that a parish be split between divisions a focus on community cohesion will determine how it should be split. This may result in a simple split of 2 constituent parts, or a more complex split into divisions if that best meets the needs of and links in the community. Each community was likely to have unique factors when considering such a factor.
- vi) Urban/Rural split: Where possible divisions should be either urban or rural in nature, with split divisions created where the needs of electoral equality or community cohesion in doing so outweighs this factor, and larger urban areas should be clearly defined where this is possible and appropriate.
- vii) Urban extensions: Where there is known new development on the edge of an urban area the default position would be where it is possible to include said development within an urban electoral division to ensure appropriate community cohesion, rather than create a large rural division with a small area of urban development which reduces the effective governance of that area. It is recognised that as advised by the Commission this would require the warding of existing parishes, and would only be possible, if appropriate, where a minimum of 75 electors would be located in that area before the May 2021 local elections. Furthermore, it is accepted that parish boundaries would not be adjusted by such a division, and that any future community governance review would have to consider if any adjustment was appropriate.

10. A draft pattern of divisions submission is attached at **Appendix A**.

11. Draft divisions have not been provided with proposed names within the proposal. It is recommended that Full Council delegate authority to the Director of Legal and Democratic Services after consultation with the Electoral Review Committee to establish suggested names. It is noted that the Council will have further opportunities to suggest alternative names when the draft recommendations of the Commission are published in February 2019.

12. It is also recognised that if the urban areas to be included within a series of town divisions is agreed, the exact boundaries of divisions within that town can be subject to change without impacting upon other divisions. It is therefore intended to continue to discuss the precise boundary lines of these areas and propose further amendments if appropriate.

13. Therefore, all maps, particularly urban maps, are indicative only. The most significant detail is that of the polling district and electorate numbers.

### **Electorate Projections**

14. As required for the preliminary stage of the electoral review the Council provided the Commission with the electorate for each polling district within the council area as

predicted for 2024. The methodology for the calculation was included in the preliminary stage submission.

15. In September 2018 it was identified that the projected electorate in a number of polling districts may have altered as a result of significant changes to anticipated housing delivery at major development sites.
16. The projected electorate figures provided in the return to the Electoral Commission were assessed against more recent housing trajectories (which were updated in March 2018) to identify any significant movement on development sites where this difference would result in a significant change to the anticipated electorate.
17. These updated figures were then provided to the Commission. The overall implication was a reduction in the total projected electorate by 2024 to 417,881. Therefore, the average division size required of the Commission's minded to decision of 98 members was 4263 electors, down from 4291 electors.

### **Safeguarding Implications**

18. There are no safeguarding implications.

### **Public Health Implications**

19. There are no public health implications.

### **Procurement Implications**

20. There are no procurement implications.

### **Equalities Implications**

21. There are no equalities implications.

### **Environmental Implications**

22. There are no environmental implications.

### **Financial Implications**

23. Work to date has been carried out within existing resources. Financial considerations are not relevant for the purpose of determining council size.

### **Legal Implications**

24. The electoral review is a statutory process carried out by the Commission in accordance with its obligations and powers as set out in the Local Democracy, Economic Development and Construction Act 2009.

### **Risks**

25. If the Council fails to respond to the review the Commission would determine matters based on the submission of other interested parties.

## **Options Considered**

26. The Electoral Review Committee evaluated all relevant evidence and considered a range of potential division options against the relevant criteria, recognising the need to prepare a cohesive county wide submission.

## **Next Steps**

Following consideration of all representations the Commission will publish draft recommendations detailing proposed divisions in February 2019. The Council and others will have the opportunity to comment upon those proposals until mid-April 2019.

## **Proposal**

27. That Council approves the draft submission on a pattern of divisions to the Local Government Boundary Commission for England as set out in Appendix A.
28. To delegate any necessary changes to finalise the document for submission to the LGBCE to the Director of Legal and Democratic Services after consultation with the Chairman of the Electoral Review Committee.
29. To delegate the preparation of nominal division names to the Director of Legal and Democratic Services after consultation with the Electoral Review Committee, noting that Full Council will recommend finalised names following publication of draft recommendations by the Commission in February 2019.

## **Ian Gibbons - Director of Legal and Democratic Services (and Monitoring Officer)**

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Report Author: Kieran Elliott, Senior Democratic Services Officer, 01225 718504, [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

## **Appendices**

Appendix A – Draft submission

## **Background Papers**

LGBCE Technical Guidance

2024 Electorate Projections

**Electoral Review**  
**Wiltshire Council Submission to the Local Government**  
**Boundary Commission for England (LGBCE)**  
**Stage 1 – Pattern of Divisions – 16 October 2018**

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**Appendices:**

- A. Electoral Division Summary

COUNCIL DRAFT SUBJECT TO CHANGE



## Executive Summary

1. That 98 proposed electoral divisions be submitted to the Local Government Boundary Commission for England (“The Commission”) as detailed in this report to provide electoral equality, community cohesion and effective and convenient local government.

### Introduction

2. On 15 September 2017 the Commission informed Wiltshire Council (“The Council”) of its intention to carry out an electoral review in its 2018/2019 work programme.
3. This was because, as of 1 December 2016, 25 of the electoral divisions in Wiltshire had a variance from the average division greater than 10% and 2 divisions had a variance from the average of more than 30%. The last electoral review of Wiltshire Council by the Commission was in 2008 in preparation for the first unitary elections in 2009.
4. On 28 August 2018 the Commission announced the outcome of the preliminary stage of the electoral review in that it was minded to retain the existing council size of 98 members. The Commission reserves the right to vary the number by one or two should it consider that this would provide for a better division pattern across the council area.
5. The Commission’s decision to retain a council size of 98 was stated to be ‘*in the context of the Area Boards and their importance to the Council’s decision-making process*’.
6. The Council’s deliberations for the next phase of the electoral review were made taking into consideration the centrality of the Area Boards both to its submission in the preliminary phase, and the Commission’s acceptance of the importance of that structure when determining the overall council size.
7. Given the importance of Area Boards to the Council’s representation and decision-making as accepted by the Commission, and the distinct nature of community areas, the Council’s proposals retain all existing Area Boards, suitably adjusted to meet the necessary criteria for the review. The Area Boards are as follows:
  - Amesbury Area Board
  - Bradford on Avon Area Board
  - Calne Area Board
  - Chippenham Area Board
  - Corsham Area Board
  - Devizes Area Board
  - Malmesbury Area Board
  - Marlborough Area Board
  - Melksham Area Board
  - Pewsey Area Board
  - Royal Wootton Bassett and Cricklade Area Board
  - Southern Area Board
  - South West Wiltshire Area Board
  - Salisbury Area Board

- Tidworth Area Board
- Trowbridge Area Board
- Warminster Area Board
- Westbury Area Board

8. The Council recognises that any proposed divisions still require explicit demonstration of how said divisions meet the statutory criteria for electoral reviews. The criteria against which the Commission will test any proposals before drawing up draft recommendations are as follows:

- To deliver electoral equality where each member represents roughly the same number of electors as others across the council area.
- That the pattern of divisions should, as far as possible, reflect the interests and identities of local communities.
- That the electoral arrangements should provide for effective and convenient local government.

9. In drawing up its proposals the Council has focused on there being single member divisions only. As noted in its preliminary submission, a single member division structure, with no multi-member divisions, provides clearer, more accountable and focused representation of communities.

#### **Engagement with Communities**

10. The Council positively engaged with the Commission to provide publicity and notification of the official consultation of the Commission, which runs from 28 August to 5 November.

11. In addition to providing the Commission with contact information for town and parish councils, political parties, community groups and other partner organisations within the council area, the following engagement was undertaken:

- A briefing note was published externally on the Council's website and directed specifically to parish councils. The briefing note included links to the Commission's consultation, electorate projections for 2024 for all polling districts, submissions made during the preliminary phase and technical guidance on preparing submissions for stage one of the electoral review.
- Town and parish councils were further contacted directly to alert them to the consultation and to contact the Commission, and that the Council welcomed representations if any wished to share their views. This was also noted in the town and parish council newsletter.
- A press release was provided on the Council's website, along with a new webpage dedicated entirely to information on the electoral review.
- Further engagement was made with local press outlets to ensure publicity for the review was maximised.
- Posters and leaflets provided by the Commission were distributed to Council libraries and hubs.
- Information gathering sessions were arranged for all Area Board councillors with the Chairman of the Electoral Review Committee to discuss the outcome of the preliminary phase and discuss local community and electoral implications.

- The Electoral Review Committee also held a series of workshops to discuss preliminary proposals, and all councillors were provided with details of public representations received.
- Representations received were circulated to all Wiltshire Councillors, along with any updated information on electorate projections and links to polling districts maps.

### **Division Size and Electorate Projections**

12. As required for the preliminary stage of the electoral review the Council provided the Commission with the electorate for each polling district within the council area as predicted for 2024. The methodology for the calculation was included in the preliminary stage submission.
13. In September 2018 it was identified that the projected electorate in a number of polling districts may have altered as a result of significant changes to anticipated housing delivery at major development sites.
14. The projected electorate figures provided in the return to the Electoral Commission were assessed against more recent housing trajectories (which were updated in March 2018) to identify any significant movement on development sites where this difference would result in a significant change to the anticipated electorate.
15. These updated figures were then provided to the Commission. The overall effect was a reduction in the total projected electorate by 2024 to **417,881**. Therefore, the average division size required of the Commission's minded to decision of 98 members was **4263** electors.

### **Key Principles**

16. In preparing its proposals for endorsement by the Council the Electoral Review Committee adhered to the following key principles:
  - i) Statutory Criteria - electoral equality: The abiding rule that was considered. Every effort was made to ensure all divisions were within a variance of 10% from 4263 electors.
  - ii) Statutory Criteria - Community Identity and Effective and Convenient Local Government: Under the Committee's interpretation of these criteria all community area boards would be preserved, while accepting some changes would be appropriate to achieve electoral equality, and to better reflect local identity to correct where previous reviews required some separation of communities because of electoral equality. In the proposals each councillor would be represented on one area board only, and each division by a single member.
  - iii) Previous Community Governance Reviews: Where the Council had carried out previous Community Governance Reviews it would be appropriate to adjust division boundaries and area board boundaries to reflect those changes, even where for existing development this would otherwise conflict with principle vii.
  - iv) Preservation of Parishes: The Council made every effort to avoid splitting any small parishes into different divisions. Parishes which already exceed the target electorate numbers would need to be split, and in some historic cases

parishes have been split which would need to be considered carefully. Electoral equality would override the consideration where necessary, or community cohesion in relation to principle vii.

- v) Splitting Parishes: Where it is necessary or appropriate that a parish be split between divisions a focus on community cohesion will determine how it should be split. This may result in a simple split of 2 constituent parts, or a more complex split into divisions if that best meets the needs of and links in the community. Each community was likely to have unique factors when considering such a factor.
- vi) Urban/Rural split: Where possible divisions should be either urban or rural in nature, with split divisions created where the needs of electoral equality or community cohesion in doing so outweighs this factor, and larger urban areas should be clearly defined where this is possible and appropriate.
- vii) Urban extensions: Where there is known new development on the edge of an urban area the default position would be where it is possible to include said development within an urban electoral division to ensure appropriate community cohesion, rather than create a large rural division with a small area of urban development which reduces the effective governance of that area. It is recognised that as advised by the Commission this would require the warding of existing parishes, and would only be possible, if appropriate, where a minimum of 75 electors would be located in that area before the May 2021 local elections. Furthermore, it is accepted that parish boundaries would not be adjusted by such a division, and that any future community governance review would have to consider if any adjustment was appropriate.

### Wiltshire Council Submission

- 17. The Council's Electoral Review Committee, a politically balanced committee of 10 members, met publicly on 5 September, 2 October and 8 October to develop and recommend proposals to Full Council. Workshops were also held for the Committee on 27 September and 1 October.
- 18. Full Council considered and approved the proposal on 16 October.

### Summary of Proposed Electoral Divisions

Commission recommended	98 (+/-1)
Proposed number of councillors	98
Divisions where no change	xx
Divisions where changes encompassed whole parishes	xx
Divisions with significant change	xx
New divisions	x
Loss of division	x

### Electoral balance and exception requests

Variance from average electorate	Existing Divisions in 2024	Proposed 2024 Divisions
30+%	8	0
20-30%	10	0
10-20%	28	1

0-10%	52	97
Average electorate	4263	4263

COUNCIL DRAFT SUBJECT TO CHANGE

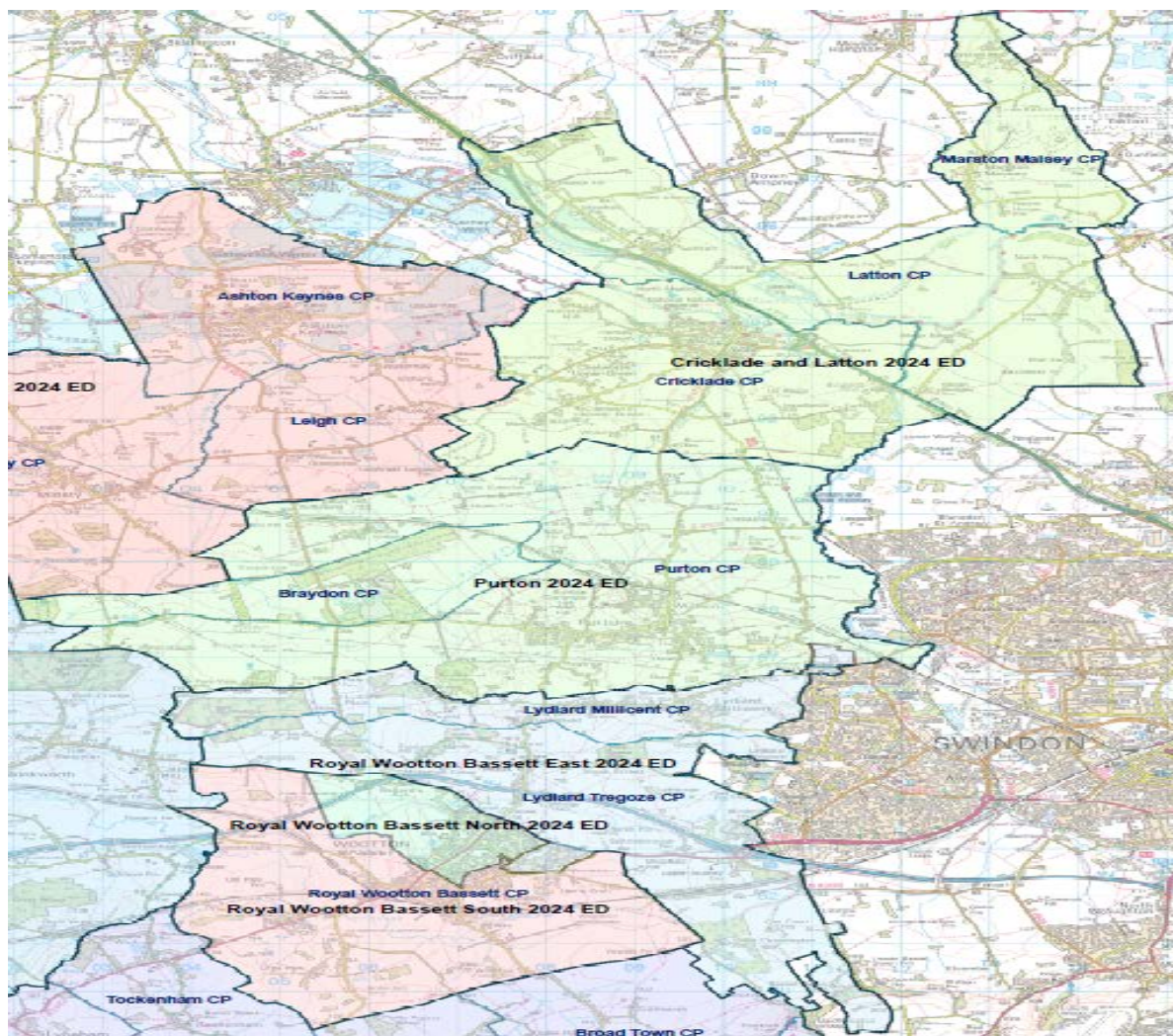
## Proposed Electoral Divisions

Table listing each area board and each division, hyperlinked

Where a polling district is proposed to be split, the letter a or b will be added after the polling district code. Eg PJ2a

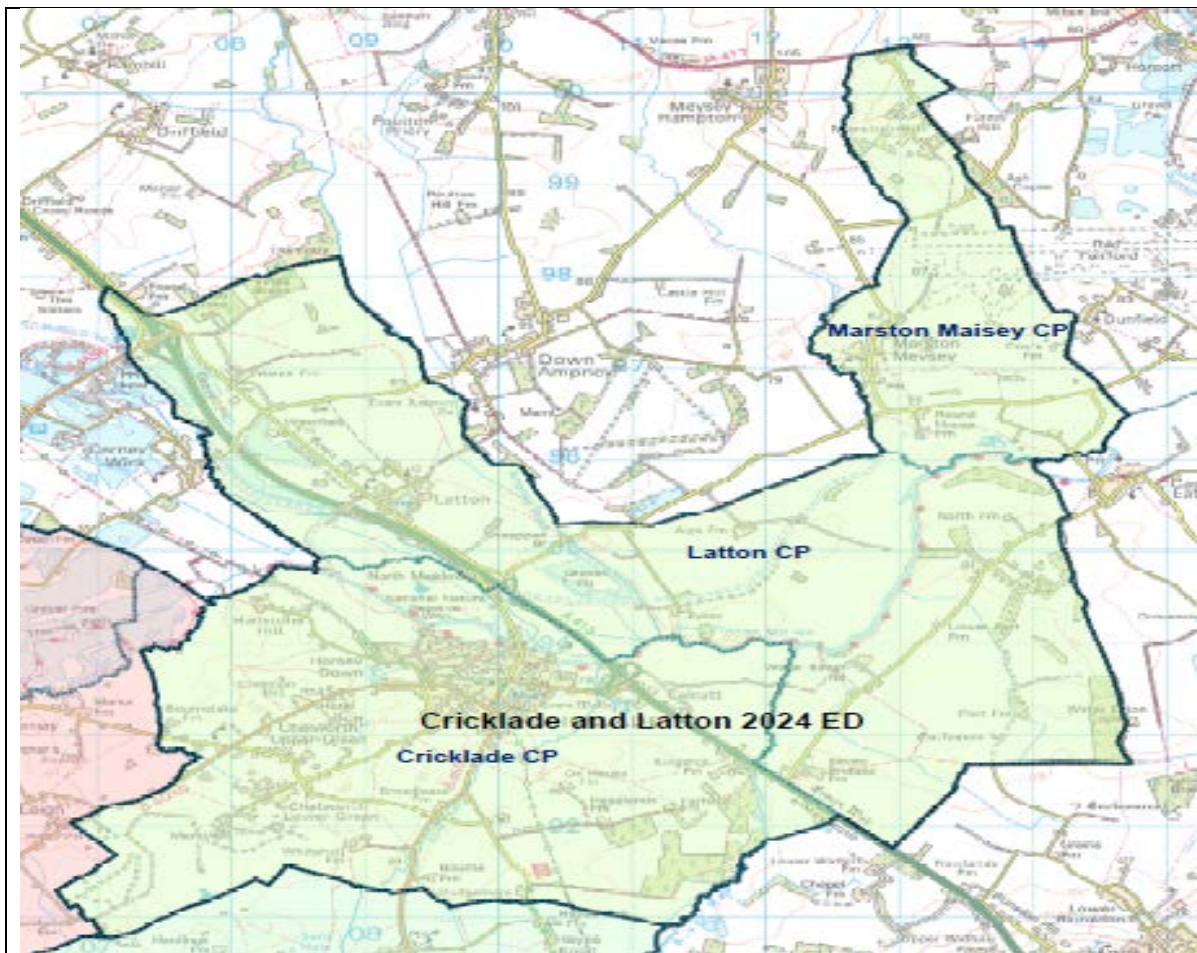
**ALL MAPS AT THIS STAGE,  
PARTICULARLY URBAN MAPS,  
ARE INDICATIVE ONLY – THE KEY  
DETAIL IS THE ELECTORATE  
NUMBER FOR EACH POLLING  
DISTRICT**

## Royal Wootton Bassett and Cricklade Area Board



The community area encompasses a narrow stretch of the far north of the county, bordered on the east by the unitary authority of Swindon. We propose to add the parishes of Broad Hinton and Winterbourne Bassett from the Marlborough Area Board into Royal Wootton Bassett and Cricklade area boards. The reason for this to achieve electoral equality in the Malmesbury Area Board area. It is felt that the Parishes of Broad Hinton/Winterbourne Bassett and Broad Town have good community links to each other and do not really look to either Swindon or Royal Wootton Bassett in particular being between the two.

This will leave the Royal Wootton Bassett and Cricklade Area Board with 6 Councillors. All proposed divisions are within 10% variance of the electoral average.



Division 1 No of Councillors: **One**

Polling district	Parish	Old Division	Electorate 2024
NT1	Cricklade	Cricklade and Latton	2210
NT2	Cricklade	Cricklade and Latton	1393
OK1	Latton	Cricklade and Latton	450
OW1	Marston Meysey	Cricklade and Latton	192

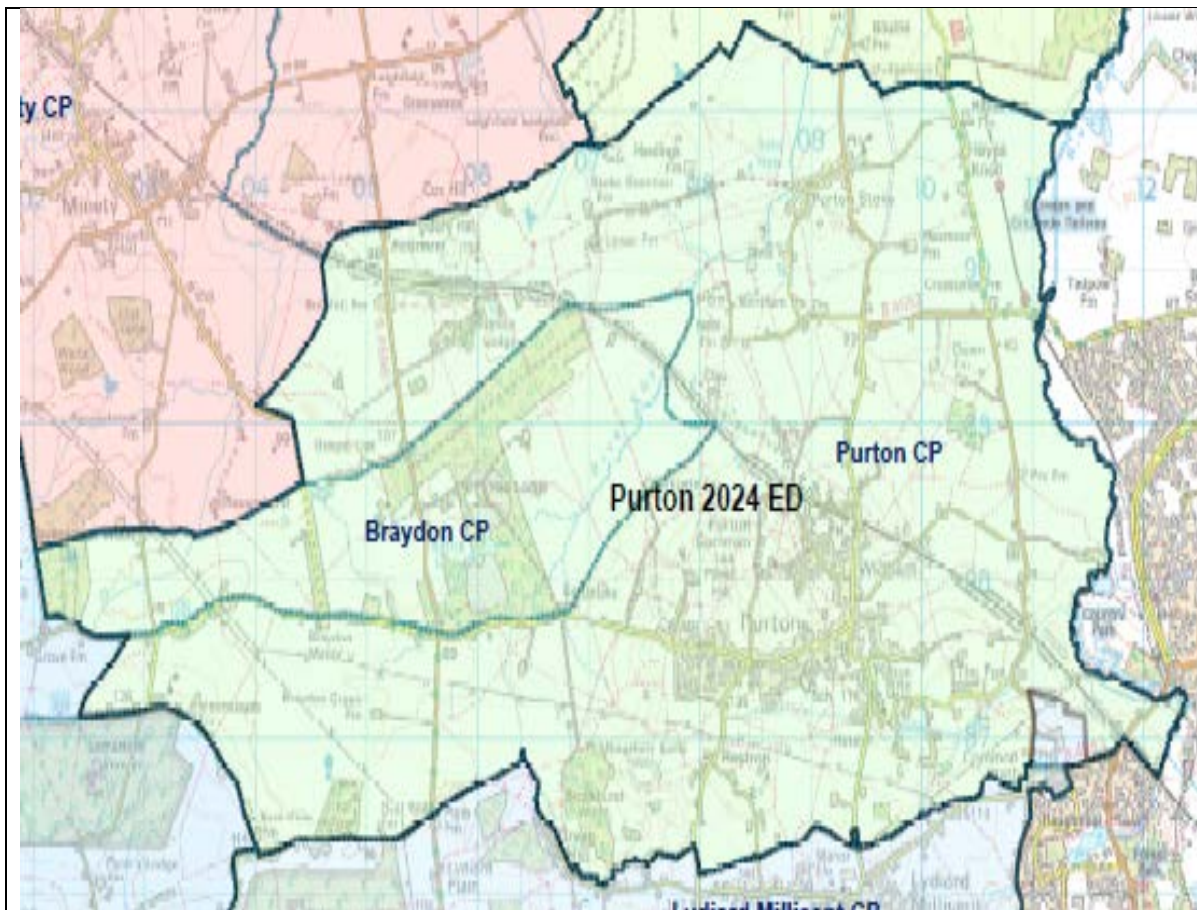
Forecast Electorate in 2024	4245	Variance	0%
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Evidence and rationale that the proposals meet the three statutory criteria

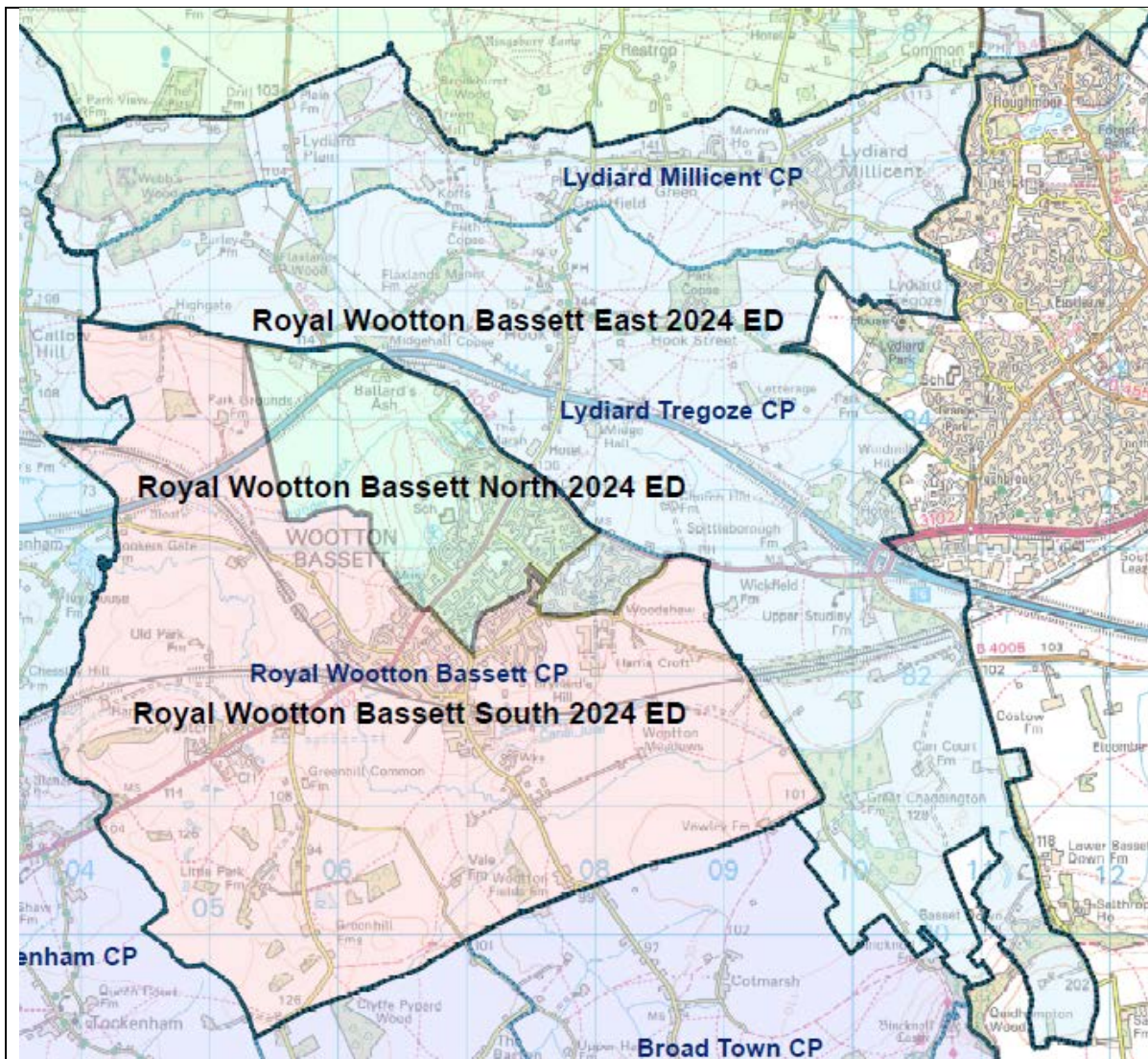
No changes are proposed to the existing division. The parishes have a good connection to each other and are bordered by a large, distinct parish of Purton to the south affected by the expansion from Swindon, the county boundary to the north and east, and have few community links with parishes to the west in the Malmesbury Area Board.

Impact on Parish Council arrangements: None





Division 2			No of Councillors: <b>One</b>
Polling district	Parish	Old Division	Electorate 2024
PB1	Braydon	Purton	58
PJ1	Purton	Purton	268
PJ2	Purton	Purton	2222
PJ3	Purton	Purton	1773
Forecast Electorate in 2024	4321	Variance	<b>+1%</b>
Evidence and rationale that the proposals meet the three statutory criteria			
<p>As a result of significant developments on the border with Swindon the division including Purton is too large in its current form, and the parish must therefore be warded and some part of it included with another division. It would make no community sense to divide the historic village centre of the parish, and therefore the most appropriate solution is to ward an amount of the area of existing development and proposed new development in the far south east of Purton, which has connections with the adjoining area of Lydiard Millicent parish, resulting in a contiguous area of new housing across both parishes in that area by 2024 which would be a defined community best represented by a single councillor.</p>			
Impact on Parish Council arrangements: Purton warded, with one ward to be included in Division 3			



Division 3 No of Councillors: **One**

Polling district	Parish	Old Division	Electorate 2024
PJ2 a	Purton	Purton	1000
OQ1	Lydiard Millicent	Royal Wootton Bassett East	1392
OR1	Lydiard Tregoze	Royal Wootton Bassett East	423
PX1	Royal Wootton Bassett	Royal Wootton Bassett East	1664

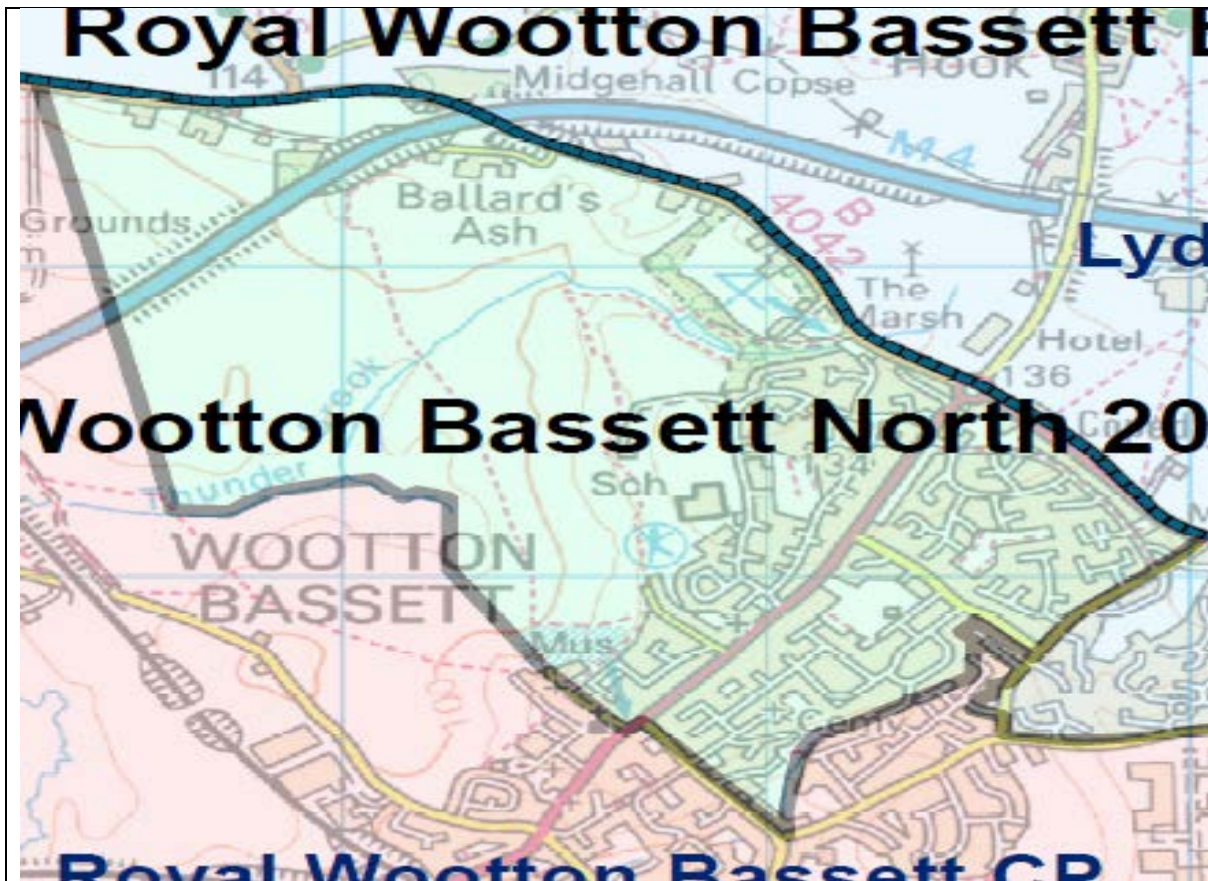
Forecast Electorate in 2024	4479	Variance	<b>+5%</b>
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Evidence and rationale that the proposals meet the three statutory criteria

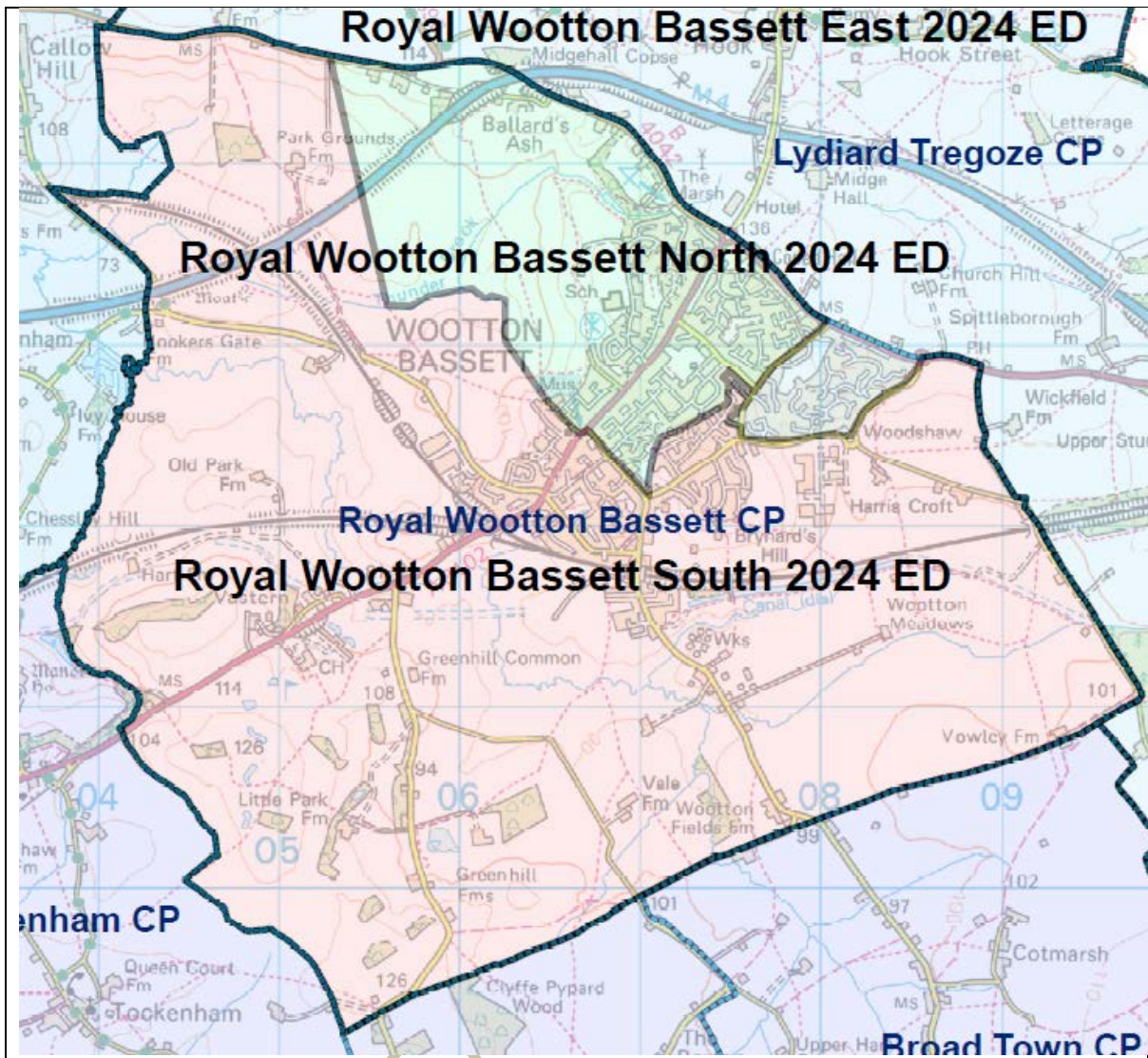
It is proposed to move 705 electors into the division from Purton parish for the reasons outlined for Division 2. It is also proposed that the parish of Broad Town be moved into Division 6 due to the closer connections with Broad Hinton/Winerbourne Bassett.

Impact on Parish Council arrangements: Purton warded, with one ward to be included in this Division.

COUNCIL DRAFT SUBJECT TO CHANGE



Division 4		No of Councillors: <b>One</b>	
Polling district	Parish	Old Division	Electorate <b>2024</b>
PV1	Royal Wootton Bassett	RWB North	1479
PV2	Royal Wootton Bassett	RWB North	2348
PU1a	Royal Wootton Bassett	RWB South	750
Forecast Electorate in 2024		4577	Variance <b>+7%</b>
Evidence and rationale that the proposals meet the three statutory criteria			
It is proposed to move 750 electors from the RWB South Division into what is currently the RWB North to provide appropriate electoral equality. From a community and geographic perspective the most suitable area is that including: Tanners Close, Downsview, The Rosery, High Street to Station Road/Wood Street, Sparrow Lane, Coxtalls, Springfield Crescent and the Lawns.			
Impact on Parish Council arrangements: Altered town wards in Royal Wootton Bassett			



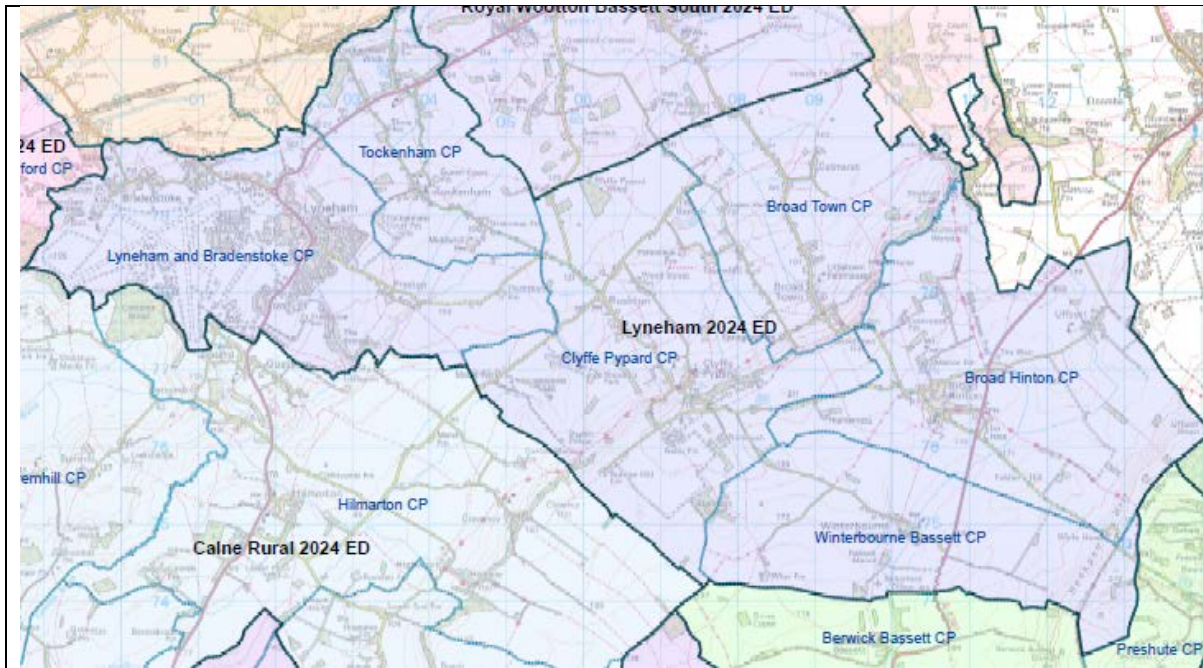
Division 5 No of Councillors: **One**

Polling district	Parish	Old Division	Electorate 2024
PU1	Royal Wootton Bassett	Royal Wootton Bassett South	1800
PU2	Royal Wootton Bassett	Royal Wootton Bassett South	2843
Forecast Electorate in 2024		4643	Variance <b>+9%</b>

Evidence and rationale that the proposals meet the three statutory criteria

It is proposed to move 750 electors as detailed for Division for to align with electoral equality as a result of significant new and proposed development in this area. Otherwise it is proposed to make no changes to the division.

Impact on Parish Council arrangements: Altered town wards in Royal Wootton Bassett



Division 6 No of Councillors: **One**

<b>Polling district</b>	<b>Parish</b>	<b>Old Division</b>	<b>Electorate 2024</b>
NK1	Clyffe Pypard	Lyneham	251
OS1	Lyneham and Bradenstoke	Lyneham	736
OT1	Lyneham and Bradenstoke	Lyneham	2288
PT1	Tockenham	Lyneham	216
SJ1	Broad Hinton	West Selkley	533
MJ1	Broad Town	Royal Wootton Bassett East	501
ZH1	Winterbourne Bassett	West Selkley	143

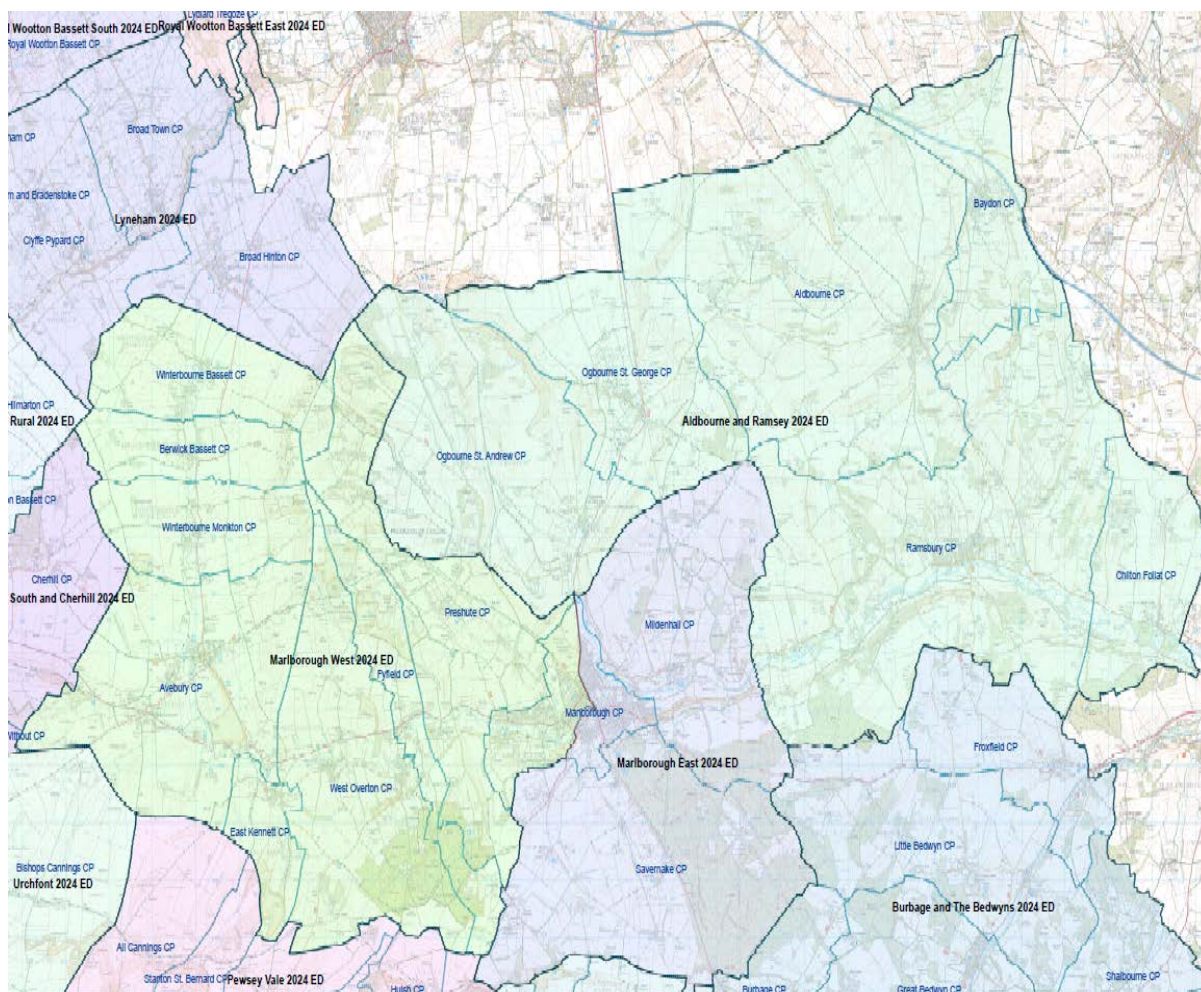
Forecast Electorate in 2024	4669	Variance	+10%
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Evidence and rationale that the proposals meet the three statutory criteria

It is proposed to move the parishes of Broad Hinton and Winterbourne Bassett, which share a parish council, into the community area due to their connections with Broad Town and to achieve electoral equality across both Marlborough and RWB and Cricklade Area Board. Broad Town is moved from the former RWB East Division owing to its nature and community being more aligned with the southern parishes of the area board.

Impact on Parish Council arrangements: None

## Marlborough Area Board

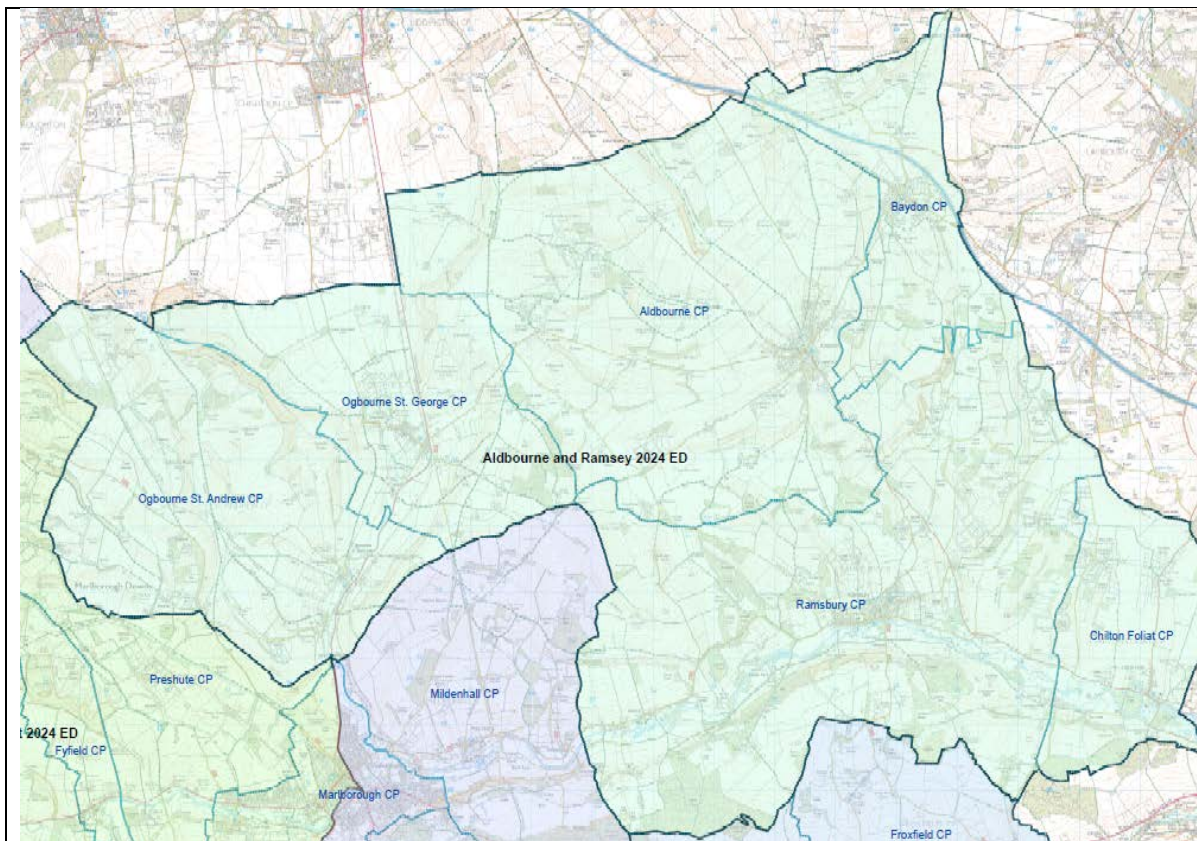


A large and predominantly rural community area with the small, historic town of Marlborough at its centre. The large number of parishes with small electorates constrains many options for divisions. As was argued in its initial submission the council felt that at 98 councillors the area would be reduced to 3 councillors, and therefore 3 divisions are proposed as electoral equality cannot reasonably be achieved without very small divisions at the limit of acceptable variance which are not expected to have significant growth in future. With three large divisions, in an area of less than average development, this will ensure divisions of suitable size for longer.

Two parishes are suggested to be included within the RWB and Cricklade area due to community connections and the electoral equality of Marlborough. Owing to the size of Marlborough Town not permitting a single division or two wholly rural divisions, it is proposed that two divisions be created which contain parts of the town and some parishes.

All divisions are within 10% electorate variance.

*Map correction - will not include Winterbourne Bassett*



Division 7 No of Councillors: **One**

Polling district	Parish	Old Division	Electorate 2024
XD1	Ogbourne St. Andrew	West Selkley	303
XE1	Ogbourne St. George	West Selkley	429
SA1	Aldbourne	Aldbourne and Ramsbury	1493
SE1	Baydon	Aldbourne and Ramsbury	553
TA1	Chilton Foliat	Aldbourne and Ramsbury	330
XJ1	Ramsbury	Aldbourne and Ramsbury	1452
XK1	Ramsbury	Aldbourne and Ramsbury	115

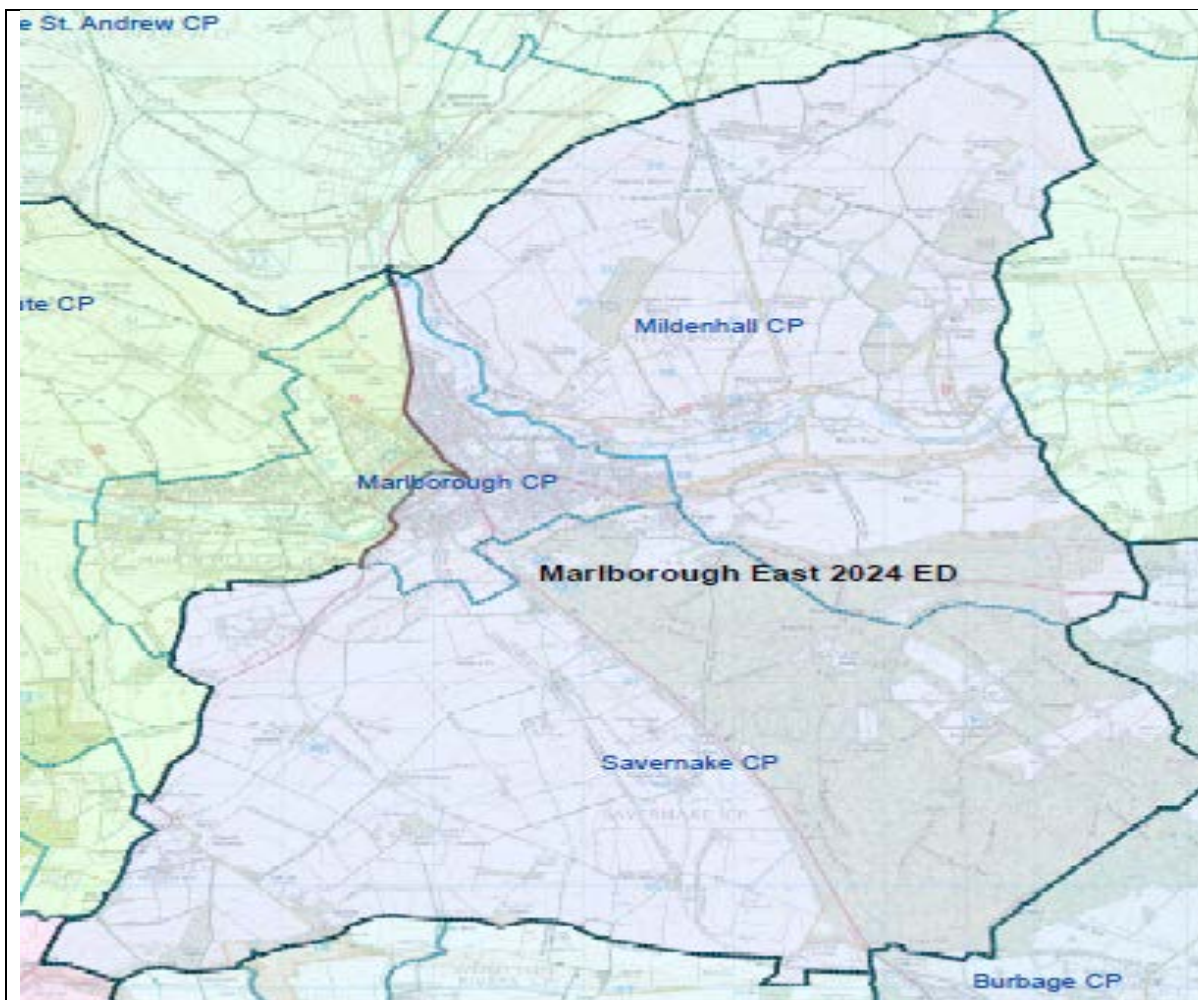
Forecast Electorate in 2024	4675	Variance	+10%
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Evidence and rationale that the proposals meet the three statutory criteria

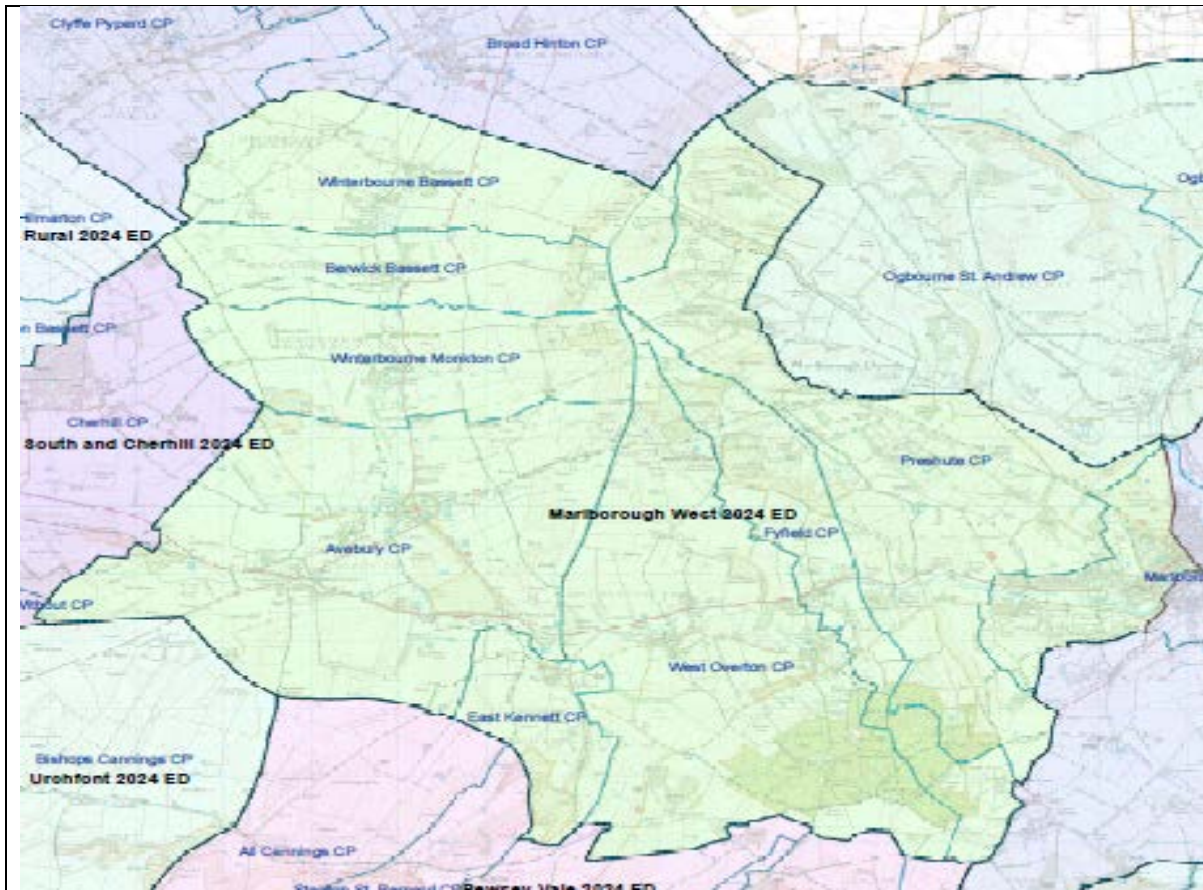
It is proposed to move the parish of Froxfield into the Pewsey community area for the purposes of electoral equality, and its somewhat isolated location means it could sit comfortably within a division in either area. The inclusion of the parishes of Ogbourne St Andrew and Ogbourne St George ensure electoral equality is achieved across the community area and as medium sized villages have a similar community feel to the other parts of the division as it presently exists.

Impact on Parish Council arrangements: None





Division 8		No of Councillors: <b>One</b>	
Polling district	Parish	Old Division	Electorate 2024
WN1	Marlborough	Marlborough East	2013
WN2	Marlborough	Marlborough East	1528
WM2a	Marlborough	Marlborough West to East	525
WP1	Mildenhall	West Selkley	385
YA1	Savernake	West Selkley	220
Forecast Electorate in 2024		4671	Variance <b>+10%</b>
Evidence and rationale that the proposals meet the three statutory criteria			
With the need to include the town of Marlborough with some parishes, Mildenhall and Savernake are of close proximity to the eastern side of the town and lack geographic links to other parishes within the community area. An additional 2 electors from the western part of the town ensures electoral equality for all divisions.			
Impact on Parish Council arrangements: Altered Marlborough Town wards			



Division 9 No of Councillors: **One**

Polling district	Parish	Old Division	Electorate 2024
WM1	Marlborough	Marlborough West	1161
WM2	Marlborough	Marlborough West	1822
SD1	Avebury	West Selkley	429
ZI2	Berwick Bassett	West Selkley	46
ZD2	East Kennett	West Selkley	83
ZD3	Fyfield	West Selkley	169
XI1	Preshute	West Selkley	130
ZD1	West Overton	West Selkley	544
ZI1	Winterbourne Monkton	West Selkley	144

Forecast Electorate in 2024	4528	Variance	+6%
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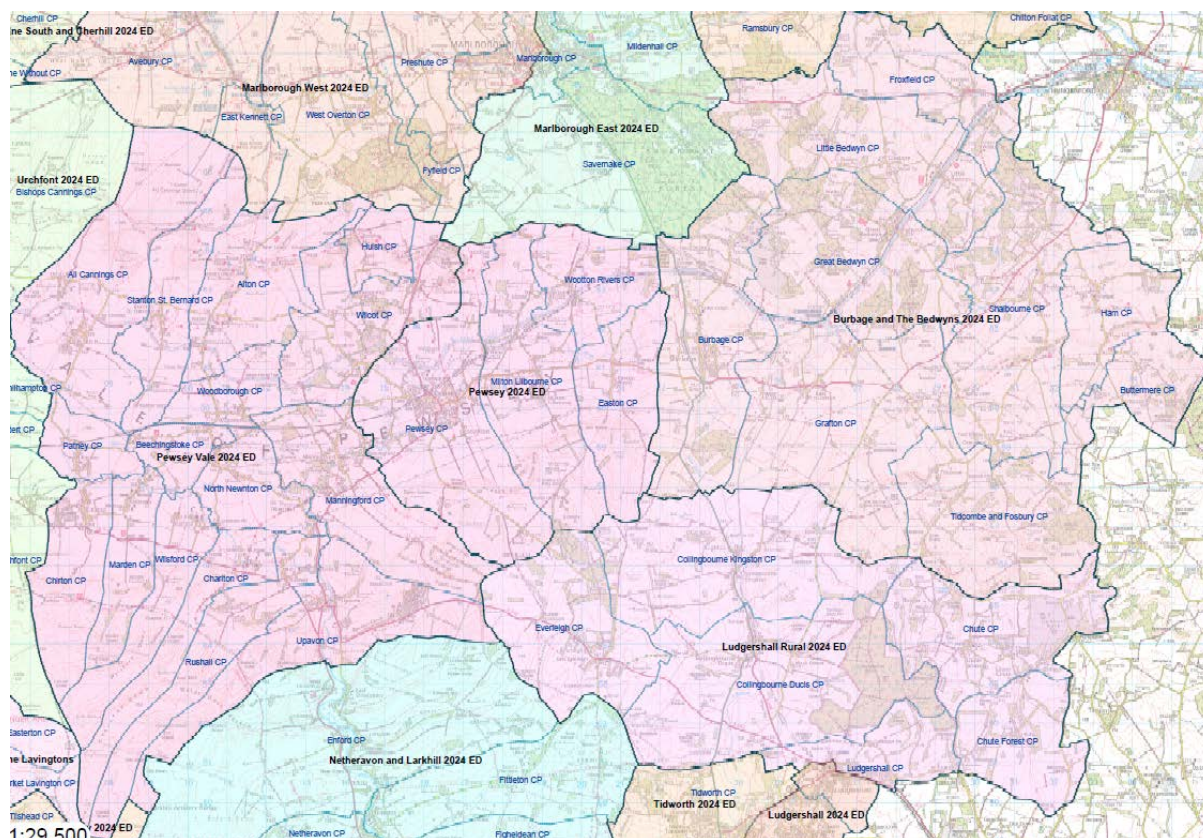
Evidence and rationale that the proposals meet the three statutory criteria

The remaining part of Marlborough Town would therefore be included in a division containing the remaining parishes of the former West Selkley division.

*Map correction - will not include Winterbourne Bassett*

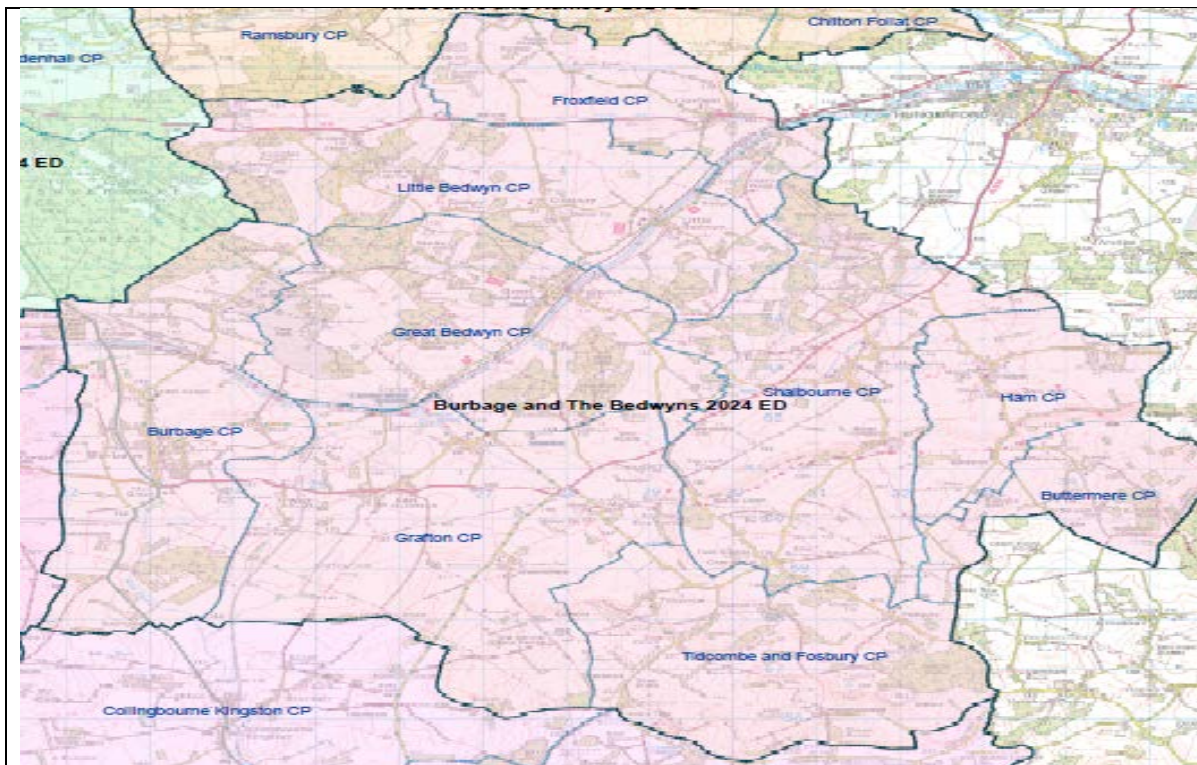
Impact on Parish Council arrangements: Altered Marlborough Town wards

## Pewsey Area Board



Pewsey is a large and almost entirely rural community area, without any towns, largely covered by a designated Area of Outstanding Natural Beauty. Through the area board, community area partnership and other groups the small parishes are able to combine their voice into a cohesive whole for the distinct nature and needs of the local community.

It is proposed that three divisions make up this area. All are within 10% variance of the electoral average. A substitution arrangement would be in place with Tidworth and Marlborough for the purposes of ensuring quorate decision-making.



Division 10

No of Councillors: **One**

Polling district	Parish	Old Division	Electorate 2024
SL1	Burbage	Burbage and The Bedwyns	1573
WA2	Buttermere	Burbage and The Bedwyns	35
VI1	Grafton	Burbage and The Bedwyns	564
VJ1	Great Bedwyn	Burbage and The Bedwyns	1143
WA1	Ham	Burbage and The Bedwyns	145
WH1	Little Bedwyn	Burbage and The Bedwyns	208
YC1	Shalbourne	Burbage and The Bedwyns	39
YD1	Shalbourne	Burbage and The Bedwyns	456
VH1	Froxfield	Aldbourn and Ramsbury	307
YC2	Tidcombe & Fosbury	The Collingbournes and Netheravon	77

Forecast Electorate in 2024	4547	Variance	<b>+7%</b>
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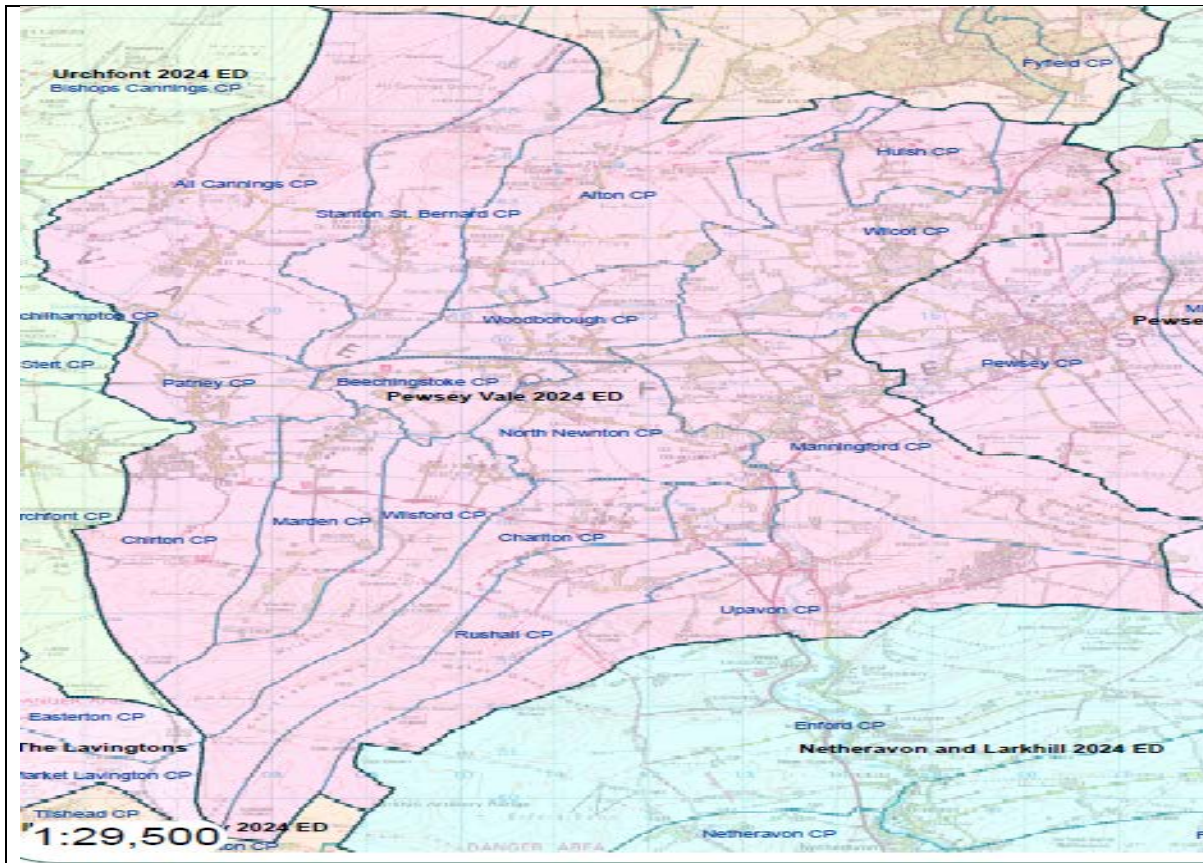
Evidence and rationale that the proposals meet the three statutory criteria

It is proposed that the parishes of Tidcombe and Fosbury (from Tidworth Area Board), and Froxfield (from Marlborough Area Board), be included with the parishes of the former Burbage and the Bedwyns Division. Froxfield and Tidcombe and Fosbury are both isolated areas of their former communities, and in the case of Tidcombe and Fosbury in particular has a stronger community link to the Burbage and Bedwyn area rather than the more urbanised, military area of Tidworth. Froxfield is also included to assist with the achievement of overall electoral equality across all council divisions, and on a community basis it is considered could sit within either area.

Impact on Parish Council arrangements: None



Division 11		No of Councillors: <b>One</b>	
Polling district	Parish	Old Division	Electorate 2024
VB1	Easton	Pewsey	215
WQ1	Milton Lilbourne	Pewsey	446
XF1	Pewsey	Pewsey	1837
XF2	Pewsey	Pewsey	1447
ZK1	Wootton Rivers	Pewsey	216
Forecast Electorate in 2024		4161	Variance <b>-2%</b>
Evidence and rationale that the proposals meet the three statutory criteria			
No changes are proposed from the existing Pewsey division. The electoral variance is acceptable, the combined villages have strong community links and governance would not be improved through the addition of further parishes around the largest village in the area, Pewsey.			
Impact on Parish Council arrangements: None			



Division 12

No of Councillors: **One**

Polling district	Parish	Old Division	Electorate 2024
SC1	Alton	Pewsey Vale	208
SF1	Beechingstoke	Pewsey Vale	136
XN2	Charlton & Wilsford	Pewsey Vale	76
ZG1	Charlton & Wilsford	Pewsey Vale	62
TB1	Chirton	Pewsey Vale	330
WJ1	Manningford	Pewsey Vale	323
WK1	Marden	Pewsey Vale	102
XB1	North Newton	Pewsey Vale	371
TB2	Patney	Pewsey Vale	119
XN1	Rushall	Pewsey Vale	119
YG1	Stanton St. Bernard	Pewsey Vale	167
YO1	Upavon	Pewsey Vale	998
ZE1	Wilcot	Pewsey Vale	242
ZE2	Wilcot	Pewsey Vale	36
ZF1	Wilcot	Pewsey Vale	202
ZJ1	Woodborough	Pewsey Vale	248
SB1	All Cannings	Urchfont and The Cannings	533

Forecast Electorate in 2024	4272	Variance	0%
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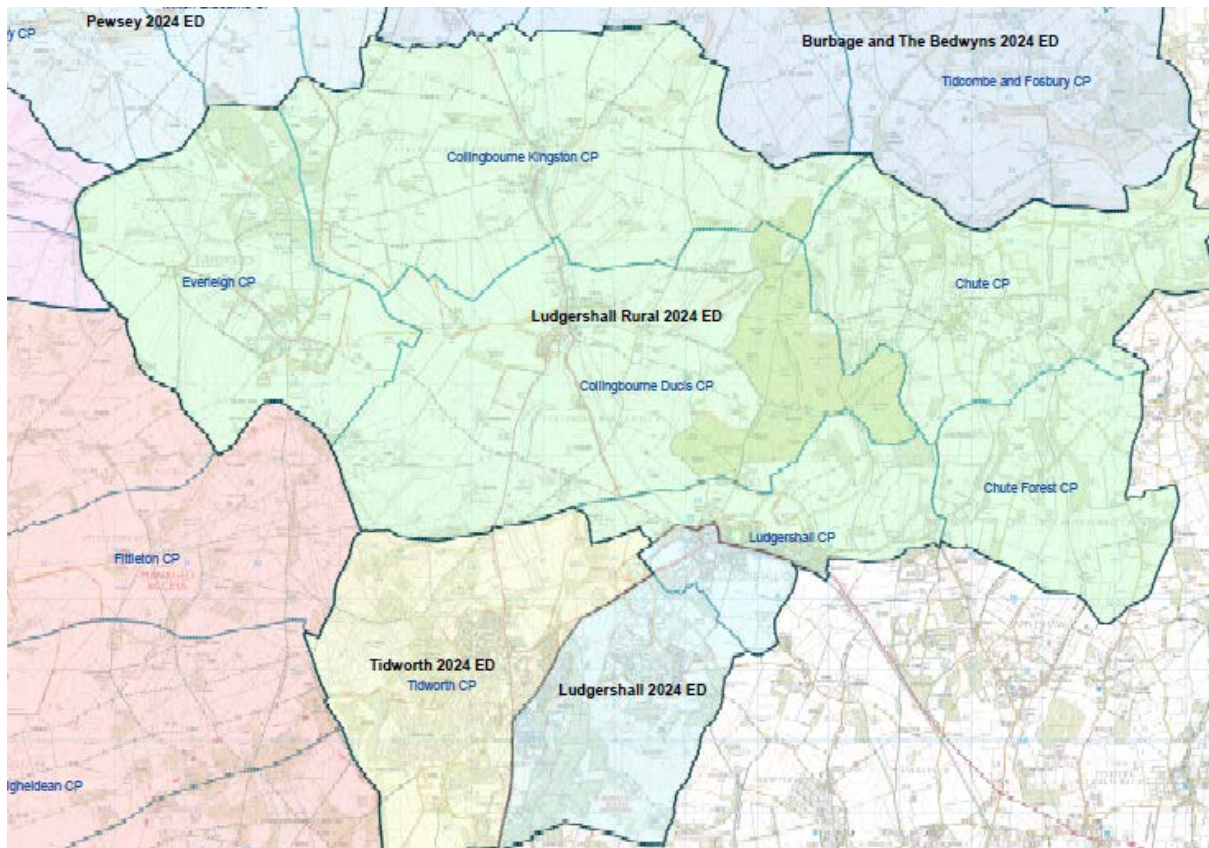
Evidence and rationale that the proposals meet the three statutory criteria

It is proposed to include the parish of All Cannings (from Devzes area Board) with the parishes of the current Pewsey Vale division. This would ensure the electoral variance is acceptable, and also reflects better the local community identity as All Cannings sits at the head of the Pewsey Vale and would be appropriately represented within such a division. Strong community representation reflects the distinct character the of the vale area.

Impact on Parish Council arrangements: None

COUNCIL DRAFT SUBJECT TO CHANGE

## Tidworth Area Board

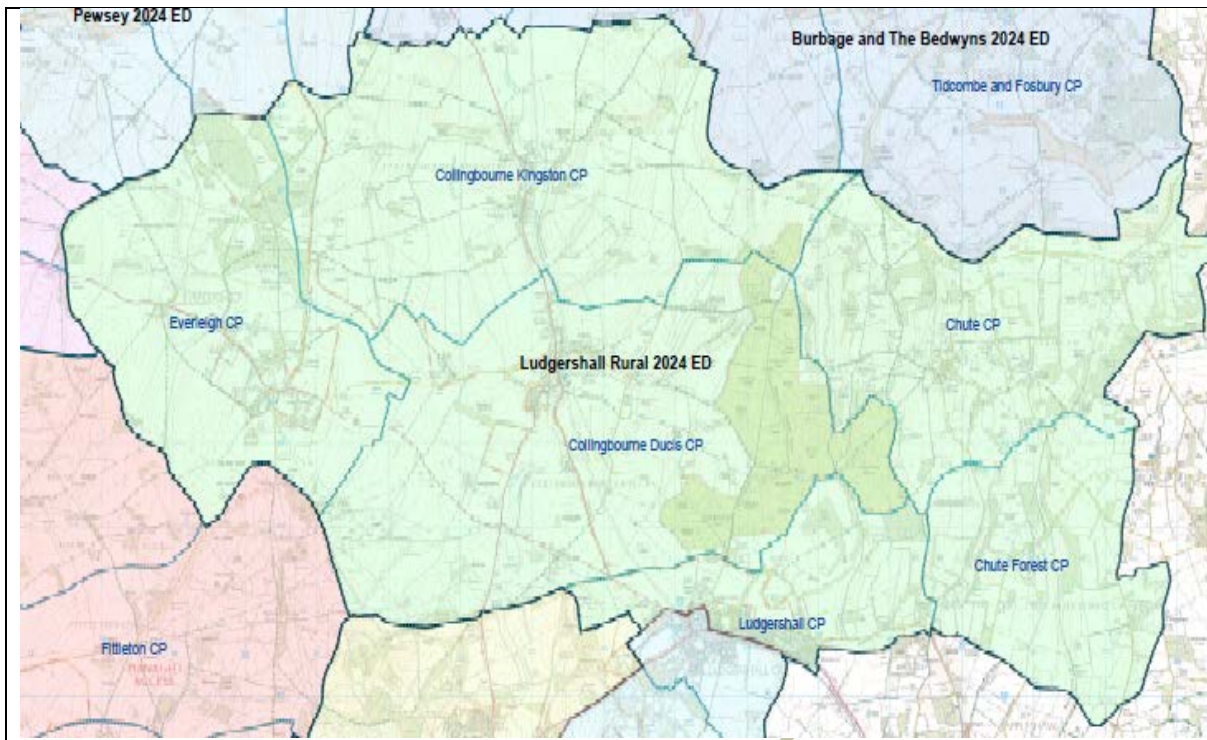


The Tidworth community area has seen significant growth as a result of the army basing programme and return of British troops from Germany, with further growth for the same reason around the area of Durrington/Larkhill in the Amesbury Area Board. Tidworth and Ludgershall parishes are both, as a result, too large to be contained within a single division.

The proposal is therefore to create a 3 councillor area board around the garrison area and surrounding villages, with the parishes of Enford, Fittleton, and Netheravon, which link together on a north south road and the Avon Valley toward Durrington, being included with a division now to be within the Amesbury Area Board.

All 3 divisions are within 10% electoral variance.





Division 13 No of Councillors: **One**

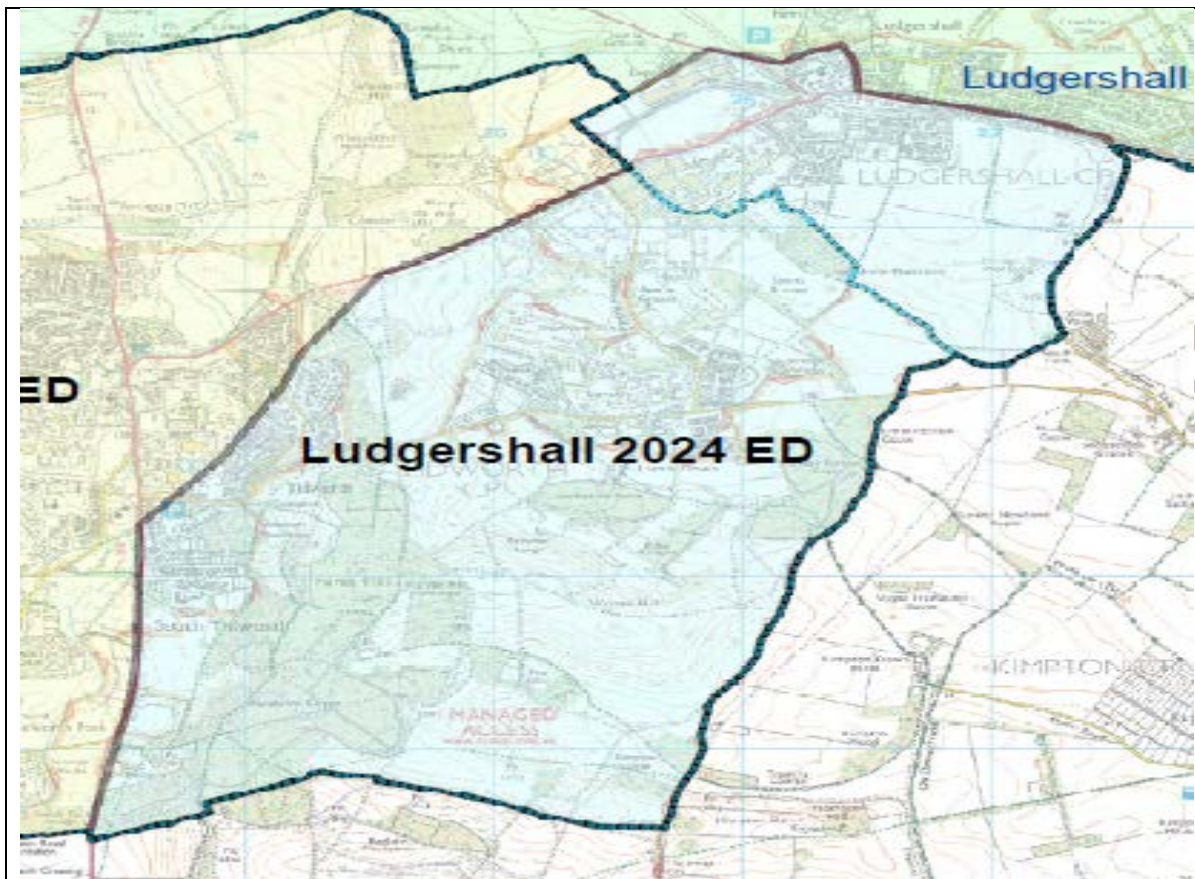
Polling district	Parish	Old Division	Electorate 2024
TD1	Chute	The Collingbournes and Netheravon	292
TD2	Chute Forest	The Collingbournes and Netheravon	157
TE1	Collingbourne Ducis	The Collingbournes and Netheravon	704
TF1	Collingbourne Kingston	The Collingbournes and Netheravon	432
VF1	Everleigh	The Collingbournes and Netheravon	174
WI1	Ludgershall	Ludgershall and Perham Down	2932

Forecast Electorate in 2024	4690	Variance	+10%
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Evidence and rationale that the proposals meet the three statutory criteria

It is proposed the small and medium sized villages to the north and east of Tidwotth and Ludgershall be combined with a section of the northern part of Ludgershall. These villages do not have strong links to the Pewsey area (with the exception of Tiscombe and Fosbury) and many share community facilities and other connections. Inclusion with northern Ludgershall would ensure electoral equality.

Impact on Parish Council arrangements: Warding in Ludgershall



Division 14

No of Councillors:  
**One**

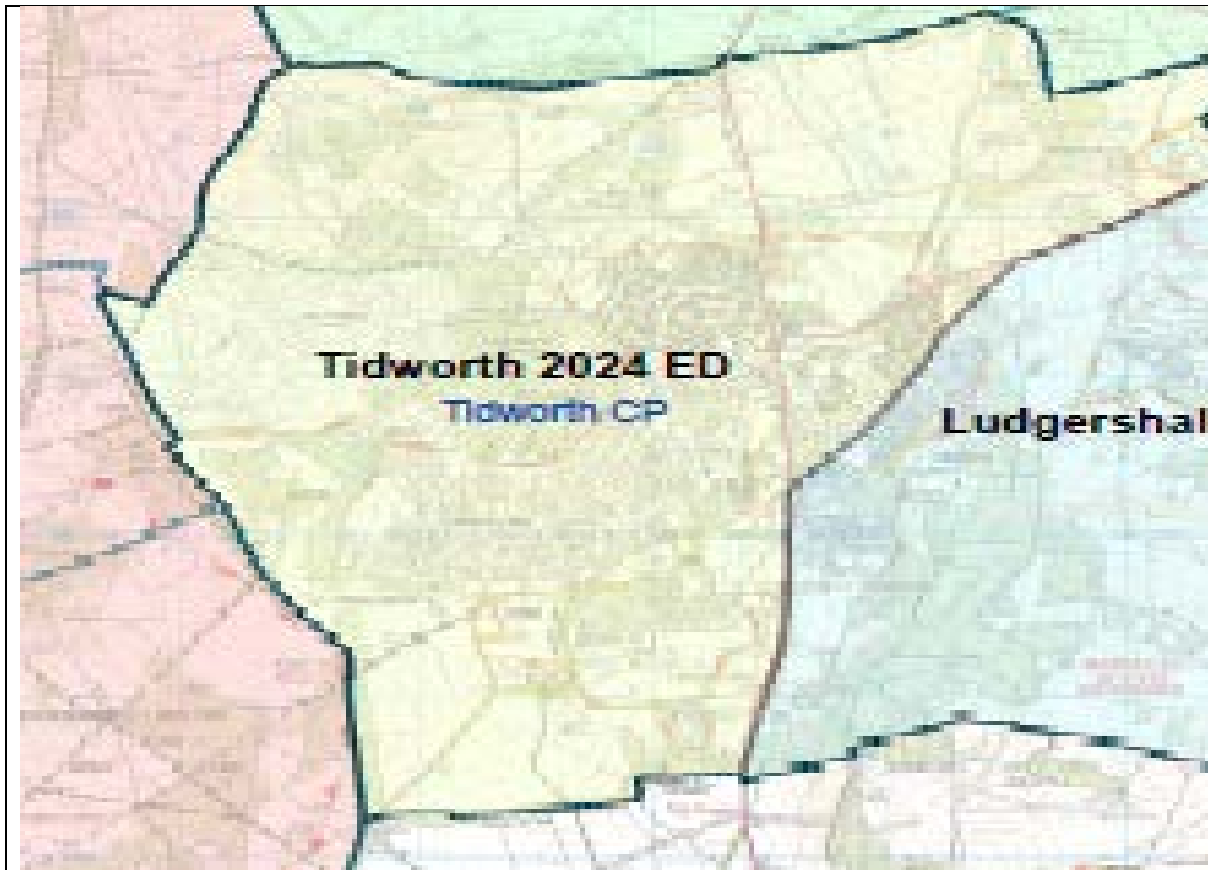
Polling district	Parish	Old Division	Electorate 2024
XC1 a	Tidworth	Tidworth	750
XC3 a	Tidworth	Tidworth	390
WI2	Ludgershall	Ludgershall and Perham Down	2178
XC2	Tidworth	Ludgershall and Perham Down	565

Forecast Electorate in 2024	3883	Variance	<b>-9%</b>
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Evidence and rationale that the proposals meet the three statutory criteria

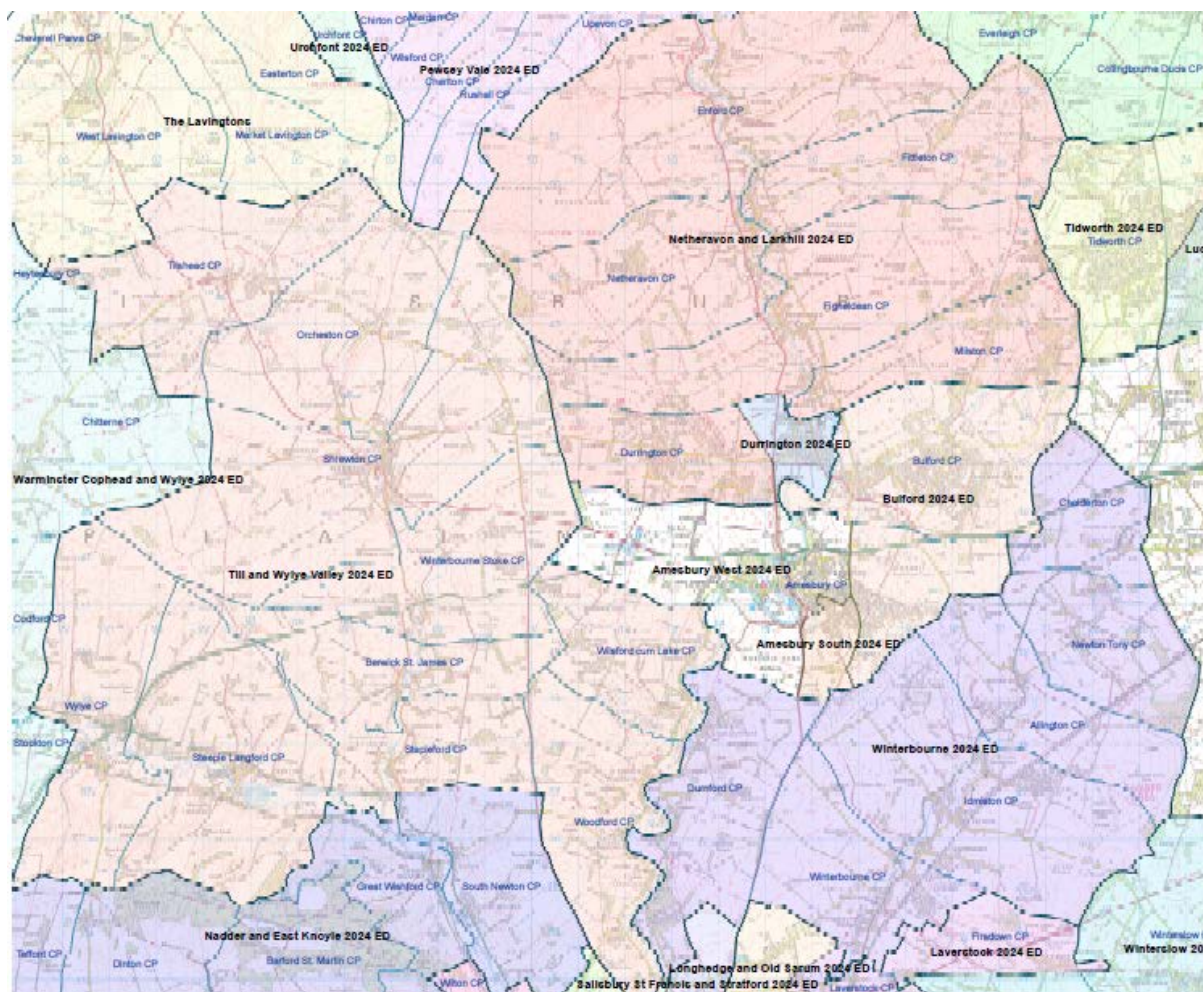
Following Division 13 the remainder of Ludgershall would be included with the existing Perham Down area and a further section of southern Tidworth. The two towns are well linked, have similar characteristics and are already included together in a division, so further parts of Tidworth being contained with southern Ludgershall would enable a cohesive division dealing with similar issues and concerns.

Impact on Parish Council arrangements: Ludgershall and Tidworth town wards altered



Division 15			No of Councillors: <b>One</b>
<b>Polling district</b>	<b>Parish</b>	<b>Old Division</b>	<b>Electorate 2024</b>
XC1	Tidworth	Tidworth	2475
XC3	Tidworth	Tidworth	1848
Forecast Electorate in 2024	4323	Variance	+4%
Evidence and rationale that the proposals meet the three statutory criteria			
Subject to the changes in Division 14, the remainder of Tidworth would form another division.			
Impact on Parish Council arrangements: Town re-warded			

## Amesbury Area Board



Amesbury has seen significant growth over recent years and that combined with army rebasing now means that Amesbury is too large for 2 divisions and too small for 3 so needs to be split. Also Durrington has seen growth through the army rebasing program at Larkhill and is also too large for 1 division and too small for 2 divisions. The Parish of Great Wishford does not comfortably sit inside the Amesbury Area Board, it is the only community on the south side of the Wyle river and should be in the South West Wiltshire Area Board area. The Amesbury Area Board would increase from 6 to 7 Councillors.

It is proposed to create 7 divisions with the area, an increase from 6 at present, due to the increase in electorate and inclusion of additional parishes due to growth with and links with Tidworth.

All 7 divisions are within 10% electoral variance.



Division 16	No of Councillors: <b>One</b>
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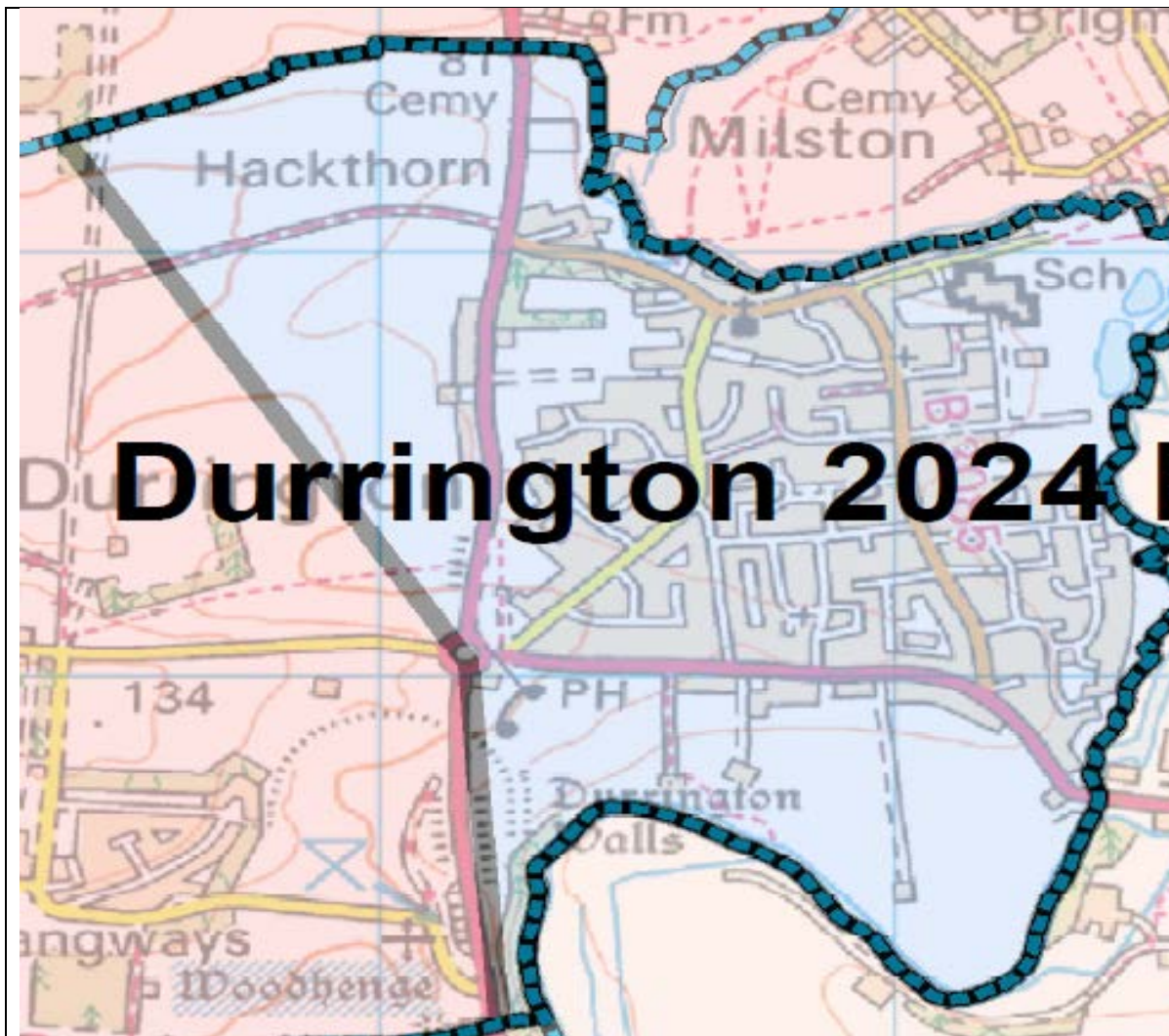
Polling district	Parish	Old Division	Electorate 2024
AY	Figheldean	Bulford Allington and Figheldean	477
BH	Milston	Bulford Allington and Figheldean	110
AV a	Durrington	Durrington and Larkhill	700
AW	Durrington	Durrington and Larkhill	1255
VC1	Enford	The Collingbournes and Netheravon	408
VC2	Enford	The Collingbournes and Netheravon	90
VG1	Fittleton	The Collingbournes and Netheravon	193
XA1	Netheravon	The Collingbournes and Netheravon	876

Forecast Electorate in 2024	4110	Variance	-4%
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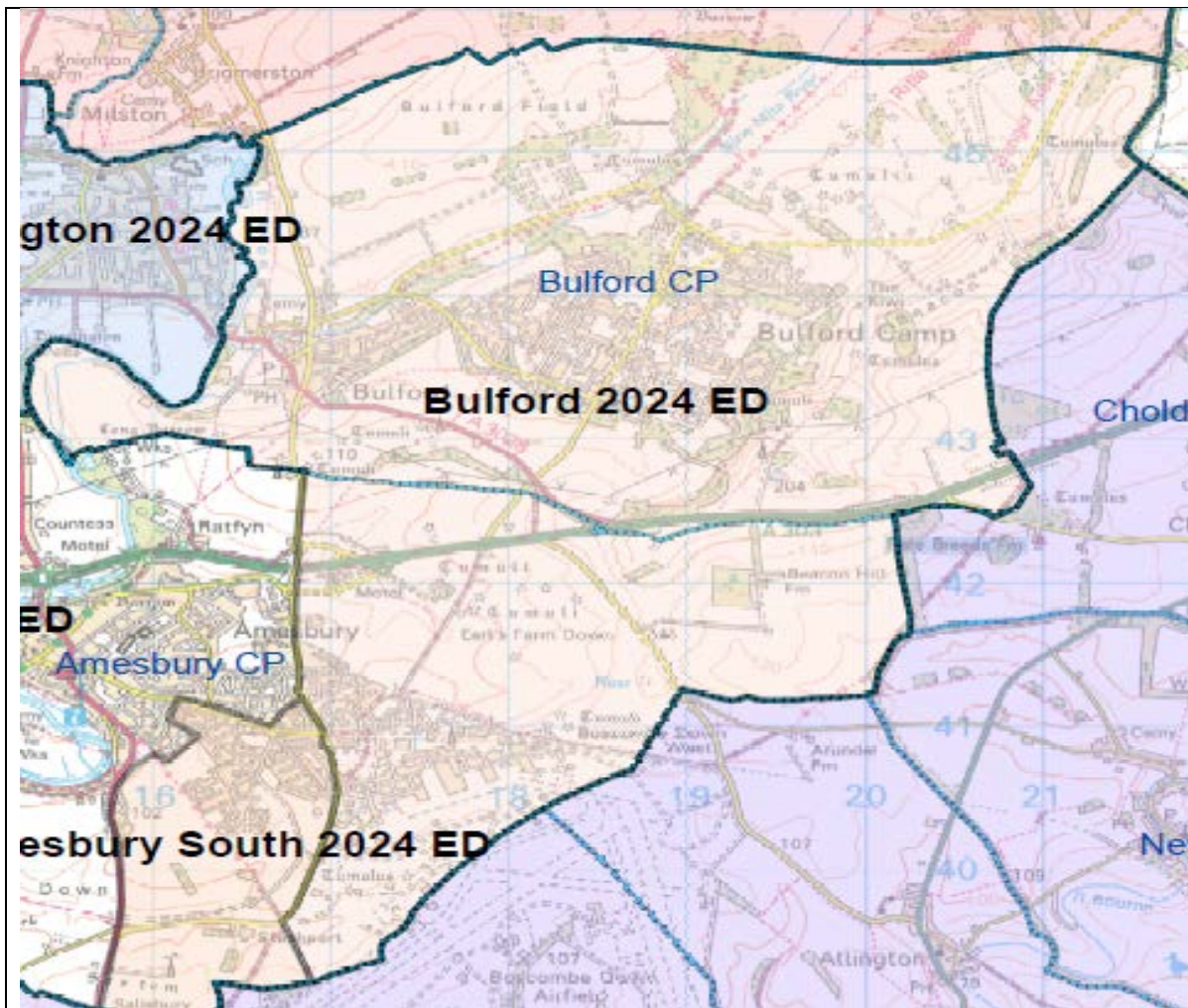
Evidence and rationale that the proposals meet the three statutory criteria

It is proposed to create a new division around the parishes of Figheldean, Milston, Enford, Fittleton and Nethreavon and along the AW and a section AV polling districts of Larkhill, part of the parish of Durrington, comprising the new military development. This follows the line of the Avon valley linking those communities. Retired military are common in the villages and a link to the Larkhill garrison makes geographic and community sense as a result, as well as ensuring electoral equality.

Impact on Parish Council arrangements: Larkhill area of Durrington to be warded



Division 17		No of Councillors: <b>One</b>	
<b>Polling district</b>	<b>Parish</b>	<b>Old Division</b>	<b>Electorate 2024</b>
AV	Durrington	Durrington and Larkhill	2290
AV1	Durrington	Durrington and Larkhill	1825
Forecast Electorate in 2024		4115	Variance <b>-3%</b>
Evidence and rationale that the proposals meet the three statutory criteria			
The remainder of Durrington, which is an established community in that area, together with some new military housing, would form a new Durrington division.			
Impact on Parish Council arrangements: Larkhill area of Durrington to be warded			

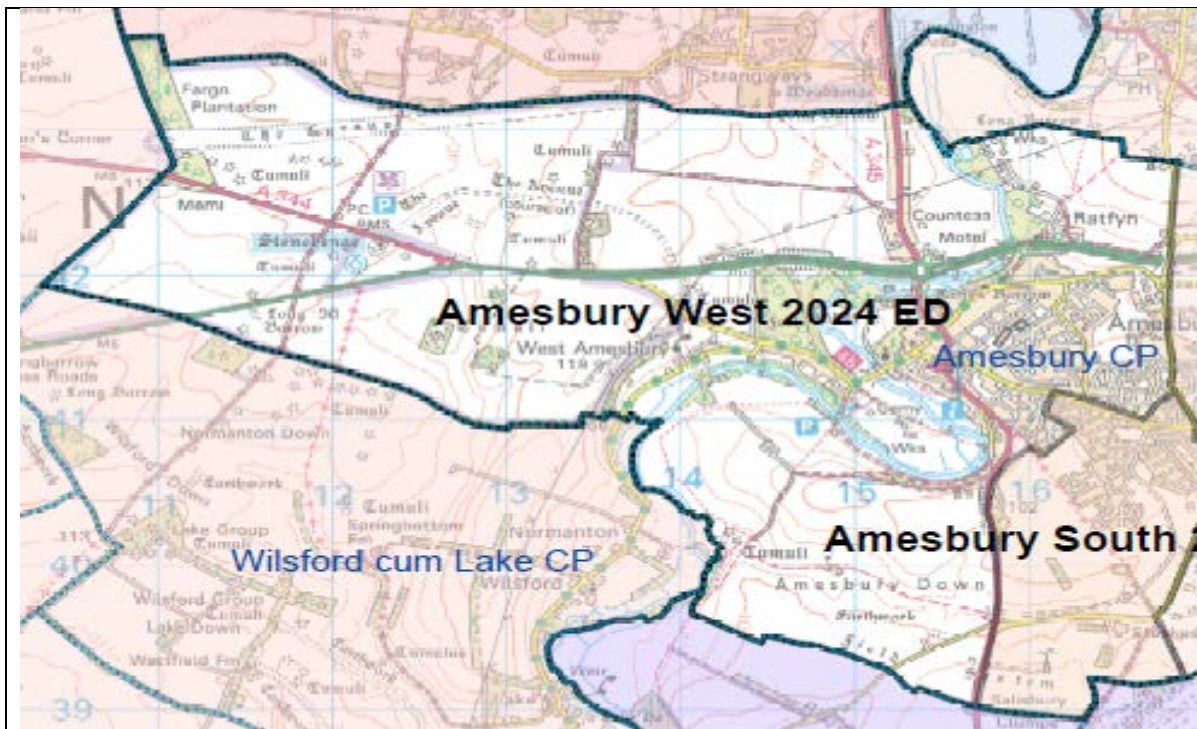


Division 18			No of Councillors: <b>One</b>
<b>AE1</b>	Amesbury	Amesbury East to Bullford	1500
a	Bulford	Bulford Allington and Figheldean	1547
AL	Bulford	Bulford Allington and Figheldean	1542
AM	Bulford	Bulford Allington and Figheldean	1542
Forecast Electorate in 2024		4589	Variance <b>+8%</b>

Evidence and rationale that the proposals meet the three statutory criteria

This division is proposed to comprise the parish of Bulford and part of the Parish of Amesbury. Amesbury is too large to remain at 2 divisions so part of the parish has got to be attached to another parish in a new division. We considered looking at a combined Durrington/Amesbury division but on balance an Amesbury/Bulford division made more sense. This was due to the community links between the rural area of Netheravon and Larkhill which were better than the links into Bulford. This division would see 1490 electors from Amesbury in a combined division with Bulford. We propose moving these from the military housing area and older housing north of Boscombe Down Airfield as this is the closest part of Amesbury to Bulford. Both Bulford and this area share a characteristic in that they both consist of current and former military housing.

Impact on Parish Council arrangements: Amesbury wards to be redrawn

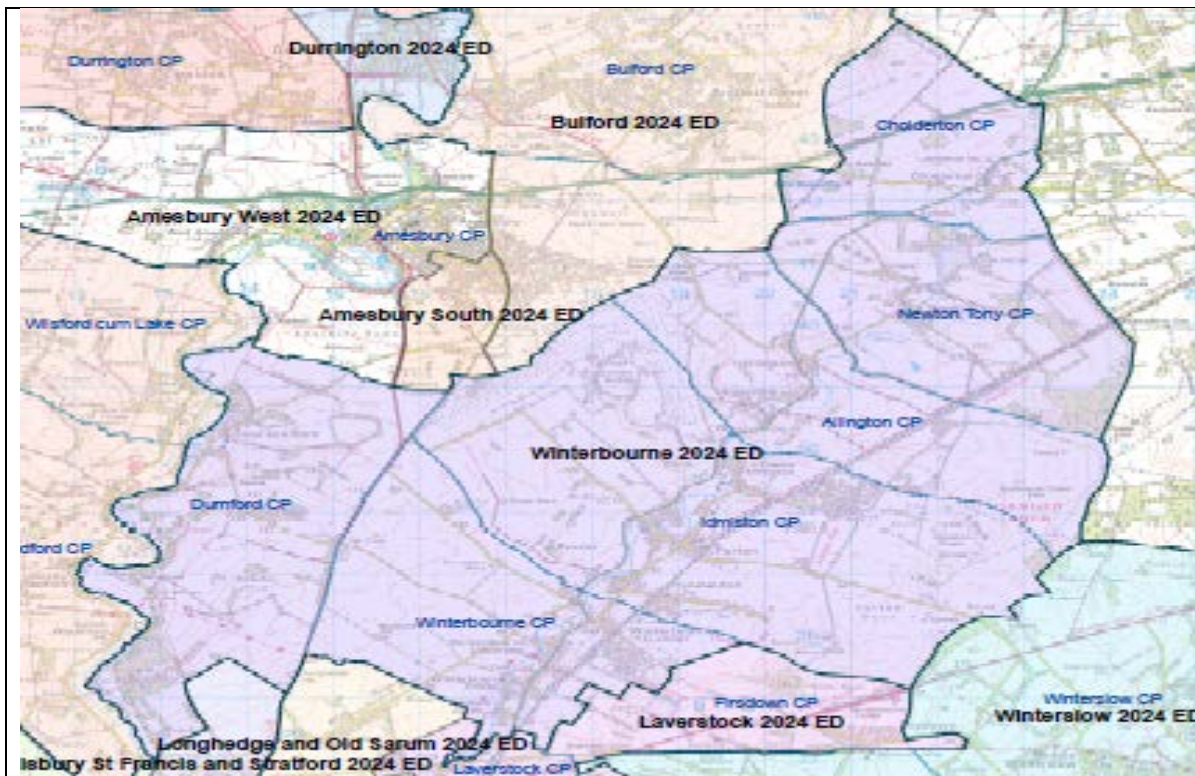


Division 19		No of Councillors: <b>One</b>	
<b>AE</b> 1	Amesbury	Amesbury East	702
AD 1	Amesbury	Amesbury West	1790
AD 2	Amesbury	Amesbury West	2118
Forecast Electorate in 2024		4609	Variance <b>+8%</b>
Evidence and rationale that the proposals meet the three statutory criteria			
This division would be similar in area to the current Amesbury West division taking into account new development			
Impact on Parish Council arrangements: Amesbury to be rewarded			





Division 20			No of Councillors: <b>One</b>
<b>Polling district</b>	<b>Parish</b>	<b>Old Division</b>	<b>Electorate 2024</b>
AE2	Amesbury	Amesbury East	4167
Forecast Electorate in 2024	4167	Variance	-2%
Evidence and rationale that the proposals meet the three statutory criteria			
This would be similar in area to the current Amesbury East division taking into account new development.			
Impact on Parish Council arrangements: Amesbury to be rewarded			



Division 21

No of Councillors:  
**One**

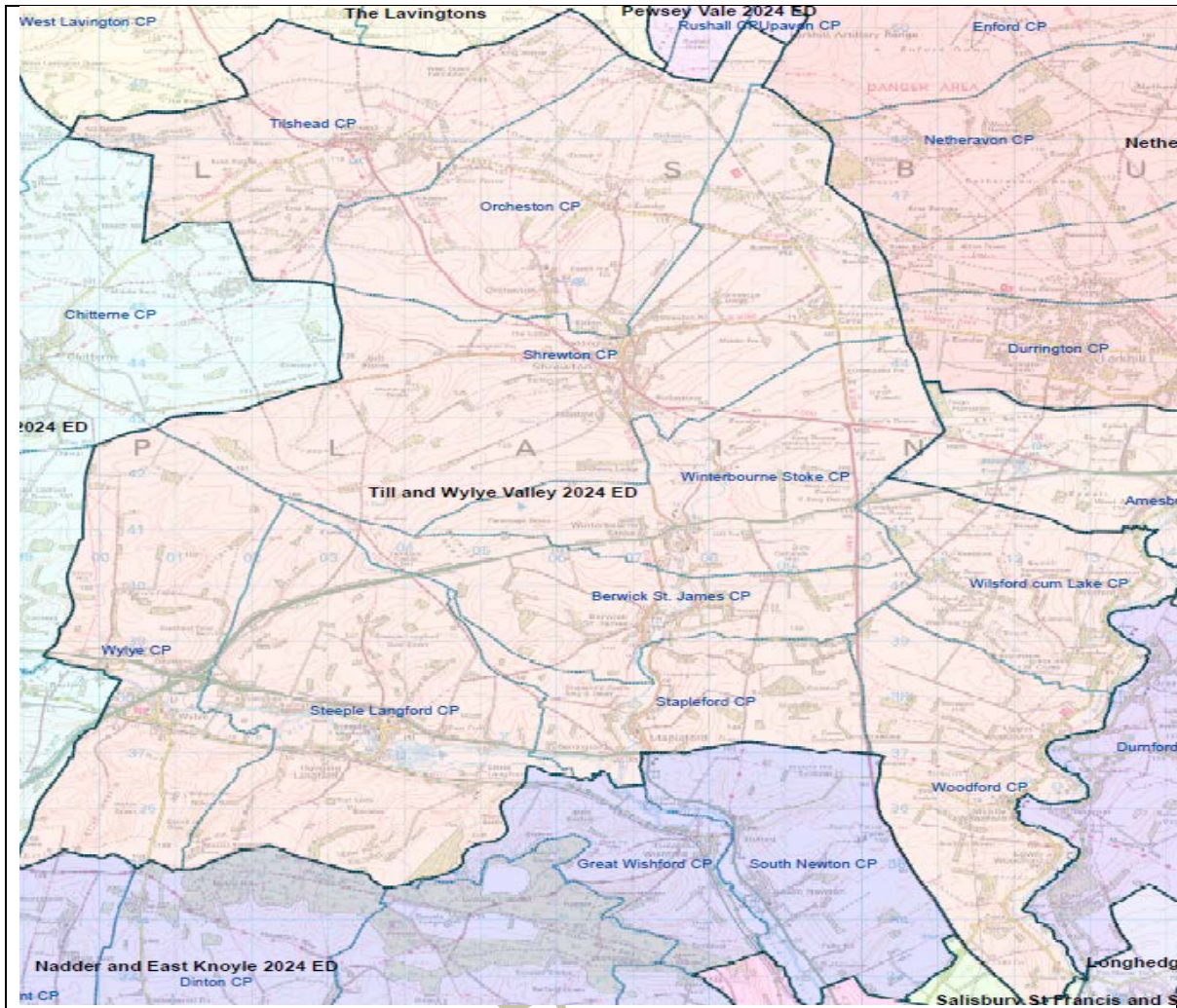
Polling district	Parish	Old Division	Electorate 2024
AU	Durnford	Bourne and Woodford Valley	286
BC	Idmiston	Bourne and Woodford Valley	629
BD	Idmiston	Bourne and Woodford Valley	272
BE	Idmiston	Bourne and Woodford Valley	873
DJ	Winterbourne	Bourne and Woodford Valley	1040
AC	Allington	Bulford Allington and Figcheldean	460
AO	Cholderton	Bulford Allington and Figcheldean	186
BJ	Newton Tony	Bulford Allington and Figcheldean	328

Forecast Electorate in 2024	4074	Variance	-4%
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Evidence and rationale that the proposals meet the three statutory criteria

The Bourne Valley is a clearly defined community and the proposed new division unified all parishes within that area. There are good links with the eastern side of the Woodford Valley.

Impact on Parish Council arrangements: None



Division 22	No of Councillors: <b>One</b>
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Polling district	Parish	Old Division	Electorate 2024
DH	Wilsford Cum Lake	Bourne and Woodford Valley	90
DN	Woodford	Bourne and Woodford Valley	409
AG	Berwick St James	Till and Wylfe Valley	133
BL	Orcheston	Till and Wylfe Valley	218
DA	Shrewton	Till and Wylfe Valley	1622
DC	Stapleford	Till and Wylfe Valley	248
DD	Steeple Langford	Till and Wylfe Valley	449
DE	Tilshead	Till and Wylfe Valley	291
DL	Winterbourne Stoke	Till and Wylfe Valley	172
DO	Wylfe	Till and Wylfe Valley	378
Forecast Electorate in 2024		4011	Variance <b>-6%</b>

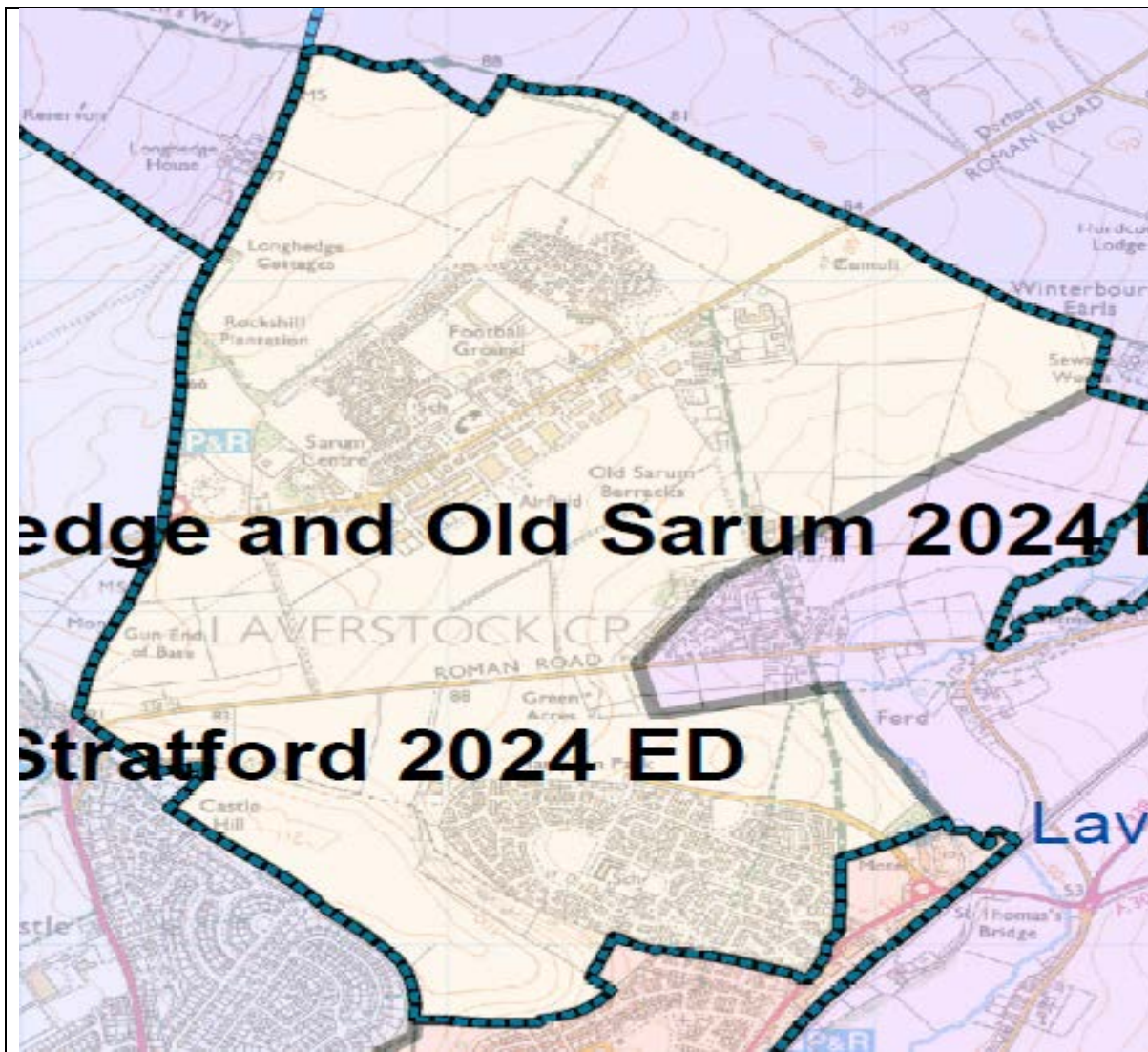
Evidence and rationale that the proposals meet the three statutory criteria

The proposal encompasses the existing Till and Wylve Valley parishes as well as the western half of the Woodford Valley for the purposes of electoral equality. The parish of Great Wishford has been proposed within the South West Wiltshire Area Board as it is the only community on the south side of the Wylve Valley within the existing division and has better community links with South Newton and other nearby parishes.

Impact on Parish Council arrangements: None

COUNCIL DRAFT SUBJECT TO CHANGE





**Laverstock and Old Sarum 2024 ED**  
**Stratford 2024 ED**

Division 23 No of Councillors:  
**One**

Polling district	Description of area	Parish	Old Division	Electorate 2024
BS1	Laverstock (Bishopdown Farm Ward) Part 1	Laverstock	Salisbury St Marks and Bishopdown	1862
BS2	Laverstock (Bishopdown Farm Ward) Part 2	Laverstock	Salisbury St Marks and Bishopdown	632
BS3	Laverstock (Bishopdown Farm Ward) Part 3	Laverstock	Salisbury St Marks and Bishopdown	0
BG2	Laverstock (Ford Old Sarum and Longhedge Ward)	Laverstock	Laverstock Ford and Old Sarum	2136

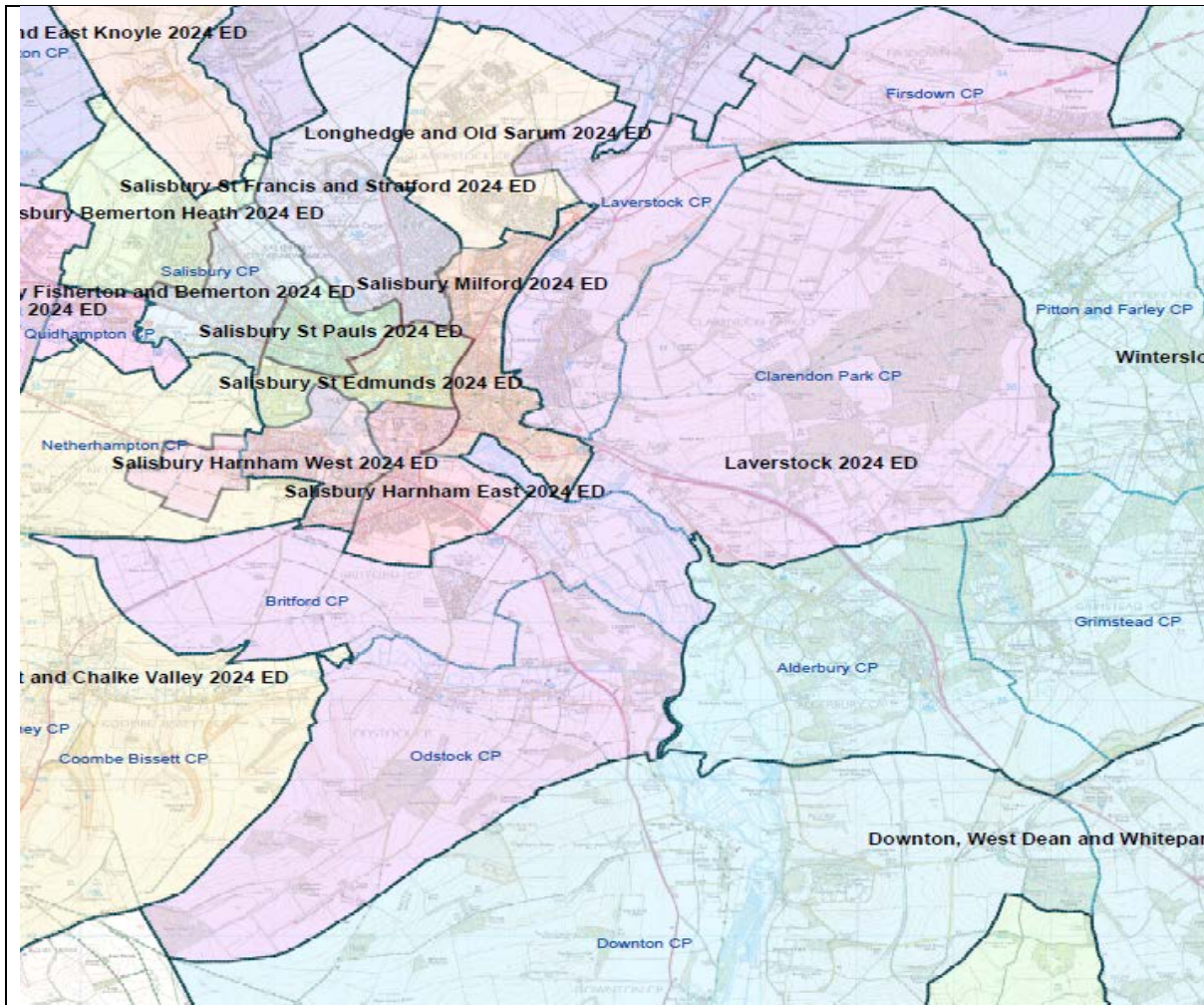
Forecast Electorate in 2024	4630	Variance	+9%
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Evidence and rationale that the proposals meet the three statutory criteria

We are proposing to create a division from Bishopdown Farm, Longhedge and the newer housing at Old Sarum. This will all lie inside the Parish of Laverstock and Ford and consist of the newer housing in the Parish. Bishopdown Farm is a distinct community and the community of Longhedge/Old Sarum is developing as housing is finished.

Impact on Parish Council arrangements: Laverstock re-warded

COUNCIL DRAFT SUBJECT TO CHANGE



Division 24 No of Councillors: **One**

Polling district	Description of area	Parish	Old Division	Electorate 2024
AJ	Britford	Britford	Downton and Ebbel Valley	300
BK	Odstock	Odstock	Downton and Ebbel Valley	457
BG1	Laverstock (Laverstock & Milford Ward)	Laverstock	Laverstock Ford and Old Sarum	2164
BG2a	Laverstock (Ford Old Sarum and Longhedge Ward)	Laverstock	Laverstock	1000
DT	Clarendon Park	Clarendon Park	Winterslow	210
DK	Firsdow	Firsdow	Winterslow	508
Forecast Electorate in 2024		4638	Variance	+9%

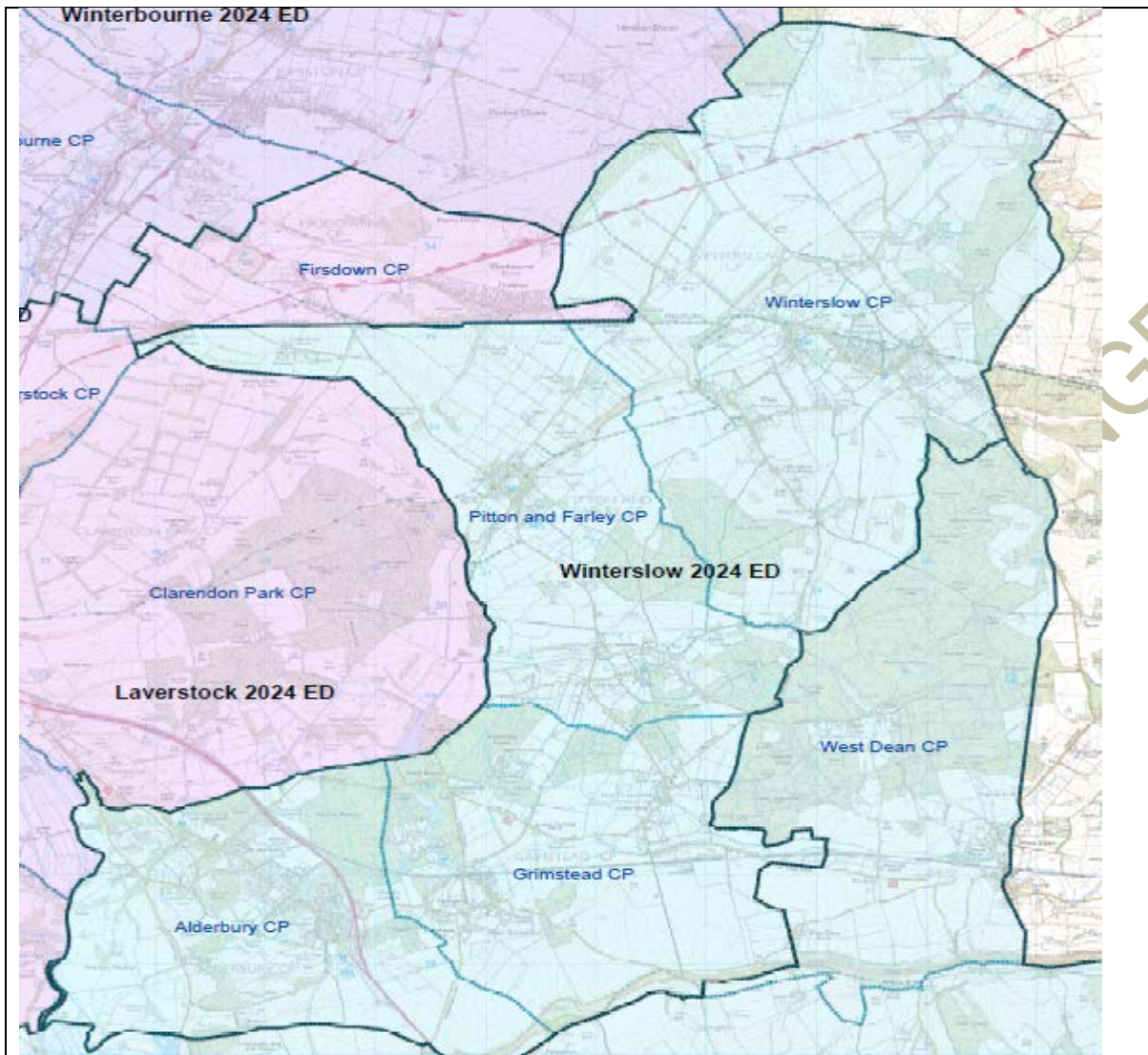
Evidence and rationale that the proposals meet the three statutory criteria



We are proposing taking the older established housing inside the Parish of Laverstock and Ford (Laverstock, Ford and part of Old Sarum) and creating that into a division with Clarendon Park, Firsdown, Britford and Odstock. The main logic here is geographical connectivity of a lot of small parishes. Firsdown and Clarendon Park have clear historic links to Laverstock. Britford and Clarendon Park are linked to an extent, being small older communities on either side of the Avon. Odstock is linked to Britford to the extent that there has been some discussion about merging the Parishes and should be retained in the same division. There is a small area currently in the Southern Area Board which was transferred into Salisbury following a community governance review which we are proposing moving into the Salisbury Area Board area.

Impact on Parish Council arrangements: Laverstock re-warded

COUNCIL DRAFT SUBJECT TO CHANGE



Division 25 No of Councillors:  
**One**

Polling district	Description of area	Parish	Old Division	Electorate 2024
AA	Alderbury Part 1	Alderbury	Alderbury and Whiteparish	713
AB	Alderbury Part 2	Alderbury	Alderbury and Whiteparish	1138
BB1	Grimstead (East Grimstead Ward)	Grimstead	Alderbury and Whiteparish	151
BB2	Grimstead (West Grimstead Ward)	Grimstead	Alderbury and Whiteparish	326
BM1	Pitton and Farley (Farley Ward)	Pitton & Farley	Winterslow	277
BM2	Pitton and Farley (Pitton Ward)	Pitton & Farley	Winterslow	380
DM1	Winterslow Part 1	Winterslow	Winterslow	701
DM2	Winterslow Part 2	Winterslow	Winterslow	1051
Forecast Electorate in 2024		4737	Variance	+11%

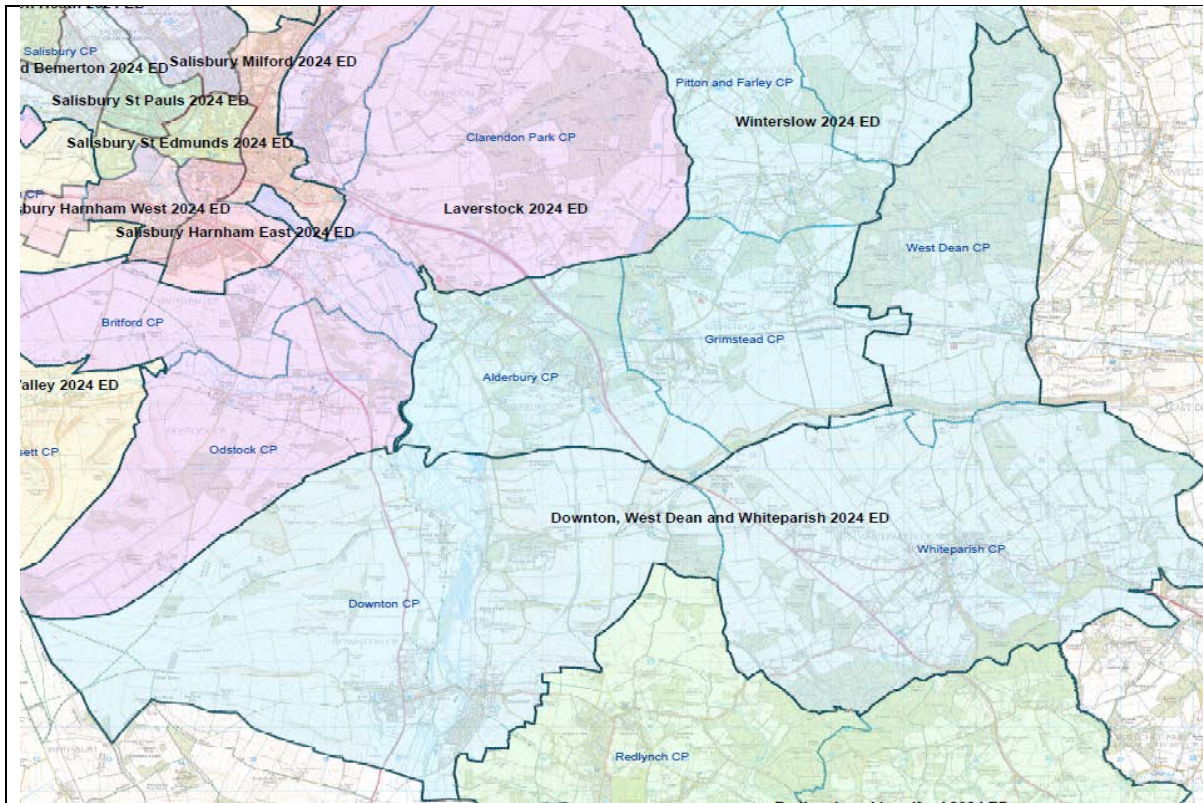
Evidence and rationale that the proposals meet the three statutory criteria

We propose creating a new division of the villages of Alderbury, the Grimsteads, Pitton and Farley and Winterslow. Alderbury and the Grimsteads have good links between the villages. The Grimsteads have a good link to Farley which in turn links to Winterslow. Pitton is linked to Winterslow but less so to Farley (the other part of its Parish Council). It is also worth noting that there are community links between all of these villages, sharing a vicar and church team along with Whiteparish.

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Impact on Parish Council arrangements: None

COUNCIL DRAFT SUBJECT TO CHANGE



Division 26	No of Councillors: <b>One</b>
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Polling district	Description of area	Parish	Old Division	Electorate 2024
DG1	Whiteparish Part 1	Whiteparish	Alderbury and Whiteparish	1232
DG2	Whiteparish Part 2	Whiteparish	Alderbury and Whiteparish	34
AS	Downton (Downton Ward)	Downton	Downton and Ebbles Valley	2630
AT	Downton (Charlton Ward)	Downton	Downton and Ebbles Valley	165
DF	West Dean	West Dean	Winterslow	204

Forecast Electorate in 2024	4266	Variance	0%
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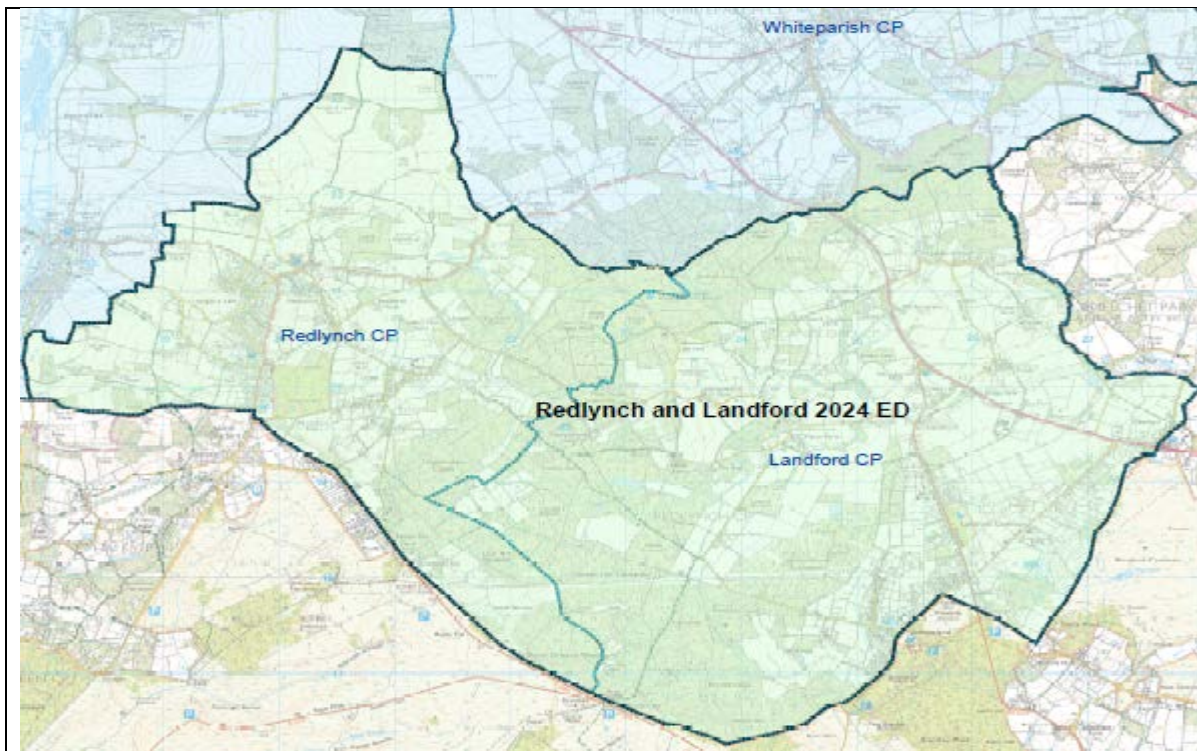
Evidence and rationale that the proposals meet the three statutory criteria

We are proposing a division containing Downton, Whiteparish and West Dean. As we get towards the edges of the council area (and County in this case) there are fewer options. Whiteparish would naturally be seen to have greater links to Landford than Downton and there are good links between Redlynch and Downton. However the electorate numbers do not allow those divisions to be drawn (one would be far too big, one too small). The need to create electoral equality as well as geographic contiguity is the prime reason for this proposal. The Parish of West Dean has strong ties to Whiteparish and it makes very good community sense to link these two divisions. Whiteparish does not have strong community links to Downton (although it does not have strong links to Alderbury either in the current

electoral division arrangement) but they are similar in that they are both old villages which have expanded with more modern growth. The geographic proximity of all the villages in the Southern Wiltshire Area Board area does bring them all together. It is also worth noting that Whiteparish has a small area of the New Forest National Park inside the Parish which limits future development.

Impact on Parish Council arrangements: None

COUNCIL DRAFT SUBJECT TO CHANGE



Division 27

No of Councillors:  
**One**

Polling district	Description of area	Parish	Old Division	Electorate 2024
BF	Landford Part 1	Landford	Redlynch and Landford	818
BF1	Landford Part 2	Landford	Redlynch and Landford	196
BF2	Landford Part 3	Landford	Redlynch and Landford	519
BF3	Landford Part 4	Landford	Redlynch and Landford	95
BP1	Redlynch Part 1	Redlynch	Redlynch and Landford	1522
BP2	Redlynch Part 2	Redlynch	Redlynch and Landford	726

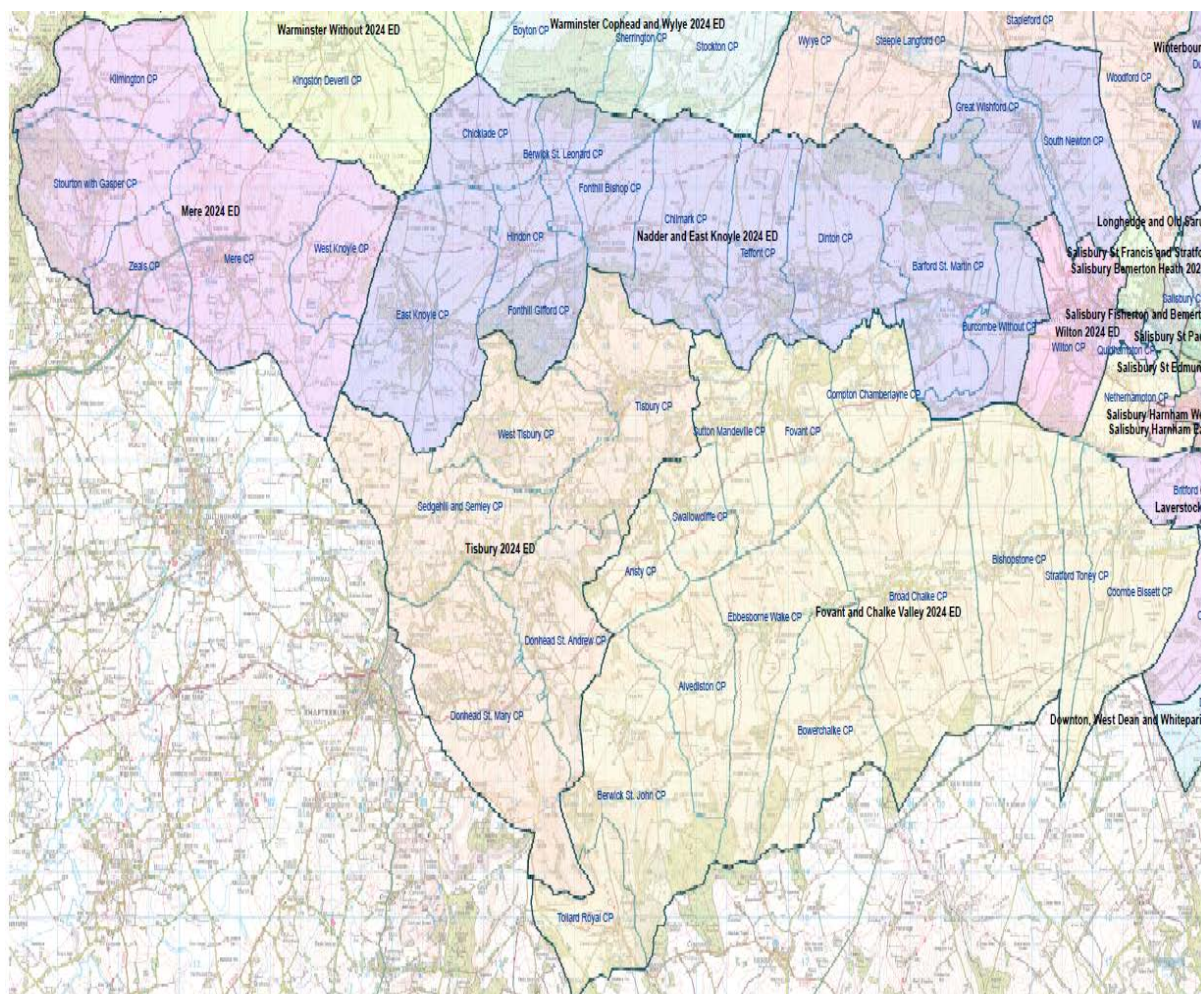
Forecast Electorate in 2024	3876	Variance	-9%
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Evidence and rationale that the proposals meet the three statutory criteria

We are proposing retaining the division of Redlynch and Landford. This division works well at the moment, both villages being part of the New Forest National Park. The electoral equality numbers work at the moment although there is unlikely to be much development in either Parish due to the constraints of the national park.

Impact on Parish Council arrangements: None

## South West Wiltshire Area Board



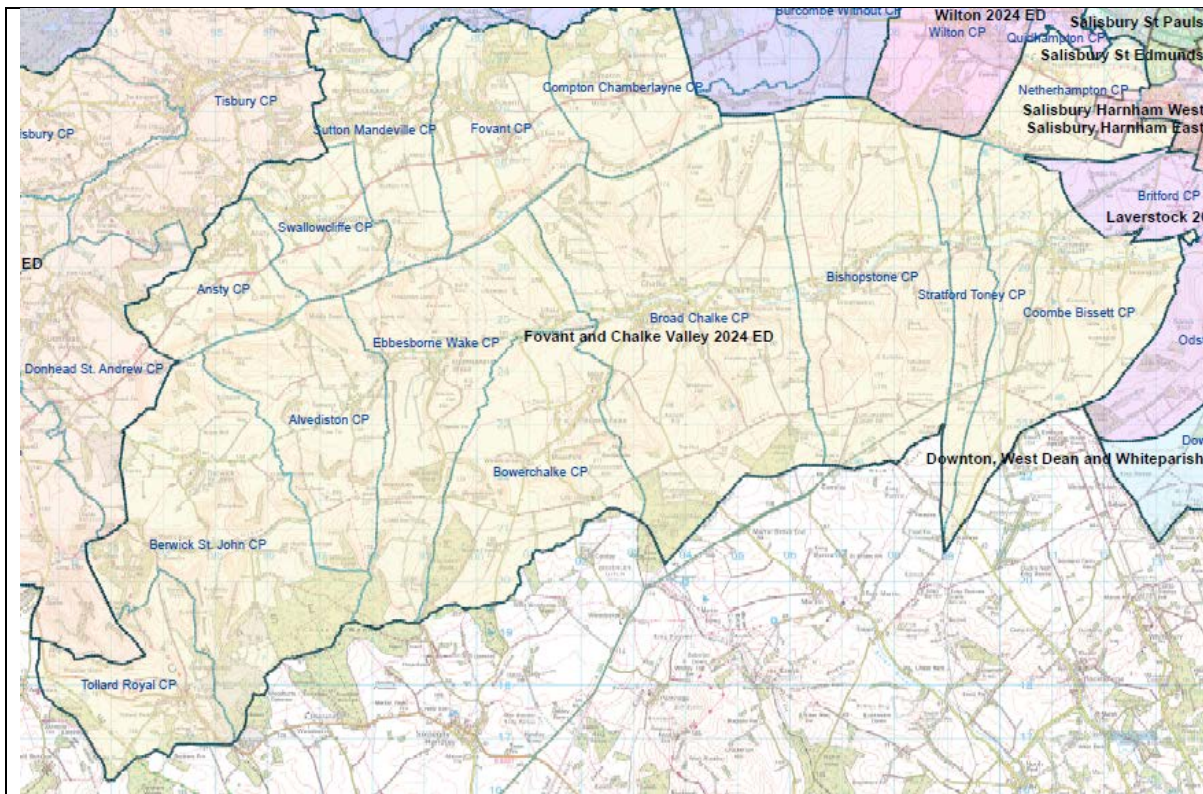
The South West Wiltshire Area Board covers a large rural area of the County. It is characterised by the Areas of Outstanding Natural Beauty which result in a low population density and a large number of geographically large but electorally small parishes. We propose adding two Parishes into the Area Board area, Great Wishford and Coombe Bissett. Great Wishford sits on the Wyle Valley but is located very close to Wilton and is entirely on the south side of the river unlike the other communities along the valley. It was strongly felt that it should have been included in the South West Wiltshire Area Board during the creation of Wiltshire Council and should be moved there now. Coombe Bissett is the last village along the Chalke Valley (while Odstock/Nunton also sits on the Ebble it is no longer seen as the Chalke Valley at that point) and so could sit with either Southern or South West Wiltshire Area Boards. To achieve electoral equality in the Southern Area Board Divisions we are proposing to move Coombe Bissett into the South West Wiltshire Area Board. We are also proposing making two changes to the boundary with Salisbury Area Board in line with our community governance review decisions. There are small changes proposed between the Divisions in the Area Board with Mere remaining as it is currently. The Area Board will still have 5 divisions. We considered making more compact divisions from Fovant and Chalke Valley and Nadder and East Knoyle Divisions but on balance it was felt that following the river valleys (of the Ebble and Nadder) was more appropriate in terms of community

cohesion. The area has seen relatively little housing growth aside from in Wilton due to the protected nature of the landscape so requires some changes to achieve electoral equality as the rest of Wiltshire has grown..

It is proposed that there be made up of 5 divisions. All are within 10% of the average electorate.

COUNCIL DRAFT SUBJECT TO CHANGE





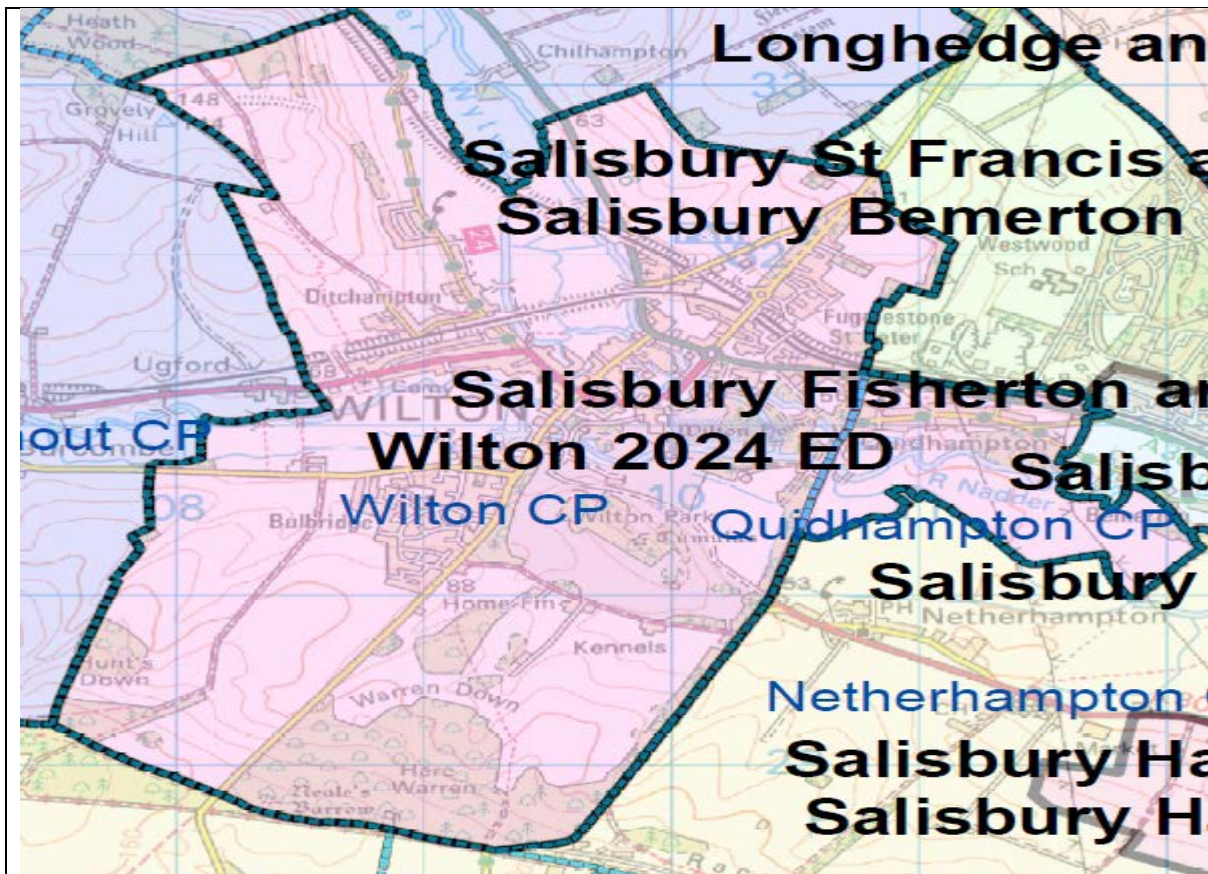
Division 28

No of Councillors: **One**

AQ	Coombe Bissett	Coombe Bissett	Downton and Ebble Valley	600
EA	Alvediston	Alvediston	Fovant & Chalke Valley	82
EB	Ansty	Ansty	Fovant & Chalke Valley	112
ED	Berwick St John	Berwick St John	Fovant & Chalke Valley	224
AH	Bishopstone	Bishopstone	Fovant & Chalke Valley	541
AI	Bowerchalke	Bowerchalke	Fovant & Chalke Valley	341
AK	Broadchalke	Broadchalke	Fovant & Chalke Valley	556
AP	Compton Chamberlayne	Compton Chamberlayne	Fovant & Chalke Valley	76
AX	Ebbesbourne Wake	Ebbesbourne Wake	Fovant & Chalke Valley	189
AZ	Fovant	Fovant	Fovant & Chalke Valley	567
BI	Netherhampton	Netherhampton	Fovant & Chalke Valley	208
DS	Stratford Tony	Stratford Tony	Fovant & Chalke Valley	56
GN	Sutton Mandeville	Sutton Mandeville	Fovant & Chalke Valley	216
GP	Swallowcliffe	Swallowcliffe	Fovant & Chalke Valley	166

GS	Tollard Royal	Tollard Royal	Fovant & Chalke Valley	106
Forecast Electorate in 2024		4039	Variance	-5%
Evidence and rationale that the proposals meet the three statutory criteria				
<p>We propose add the parish of Coombe Bissett into this division from Southern Area Board. This will unite the Chalke Valley (although Coombe Bissett could be argued to fit with either area board given its location) and achieves electoral equality. We are proposing moving the new housing in Netherhampton Parish on the edge of Salisbury into a Salisbury Area Board Division. The housing area already transferred into Salisbury City Council from Netherhampton is proposed to be moved into the Salisbury Area Board area.</p>				
Impact on Parish Council arrangements: Netherhampton warded				

COUNCIL DRAFT SUBJECT TO CHANGE



Division 29

No of Councillors:  
**One**

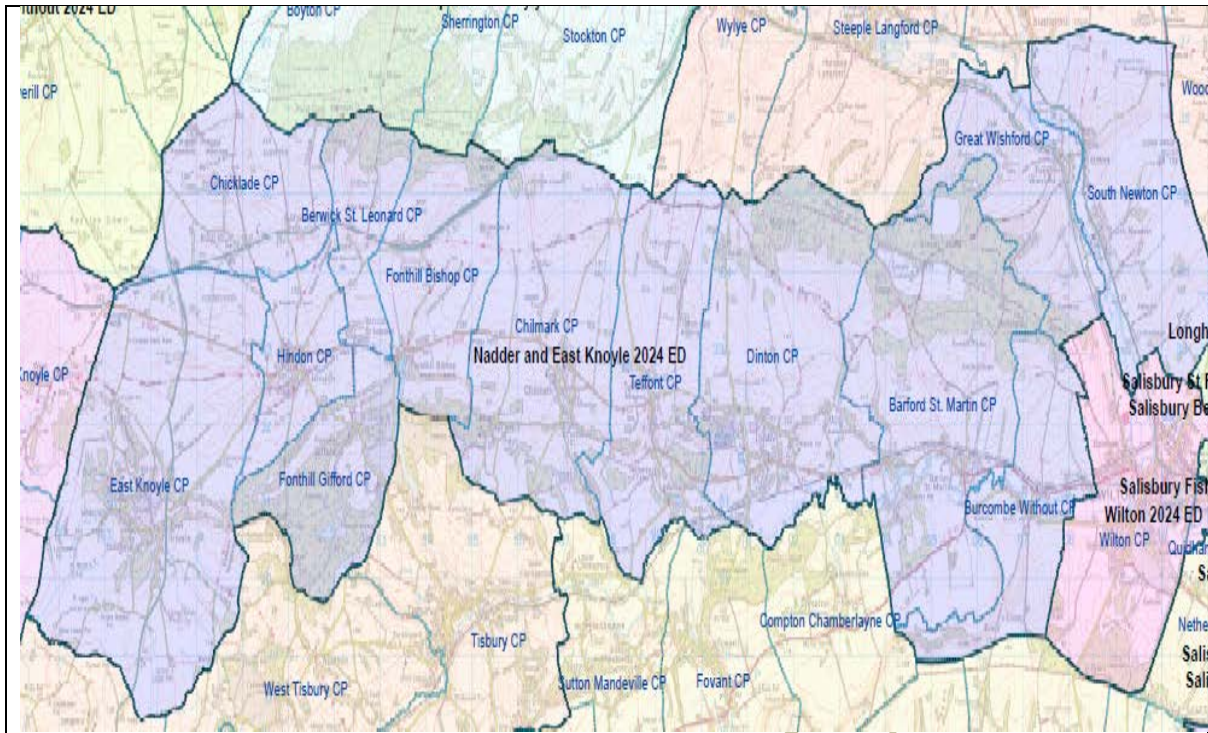
Polling district	Description of area	Parish	Old Division	Electorate 2024
BN1	Quidhampton Part 2	Quidhampton	Salisbury Fisherton and Bemerton Village	6
BN	Quidhampton Part 1	Quidhampton	Wilton and Lower Wylde Valley	317
DI	Wilton Part 1	Wilton	Wilton and Lower Wylde Valley	1996
DP	Wilton Part 2	Wilton	Wilton and Lower Wylde Valley	1062
DQ	Wilton Part 3	Wilton	Wilton and Lower Wylde Valley	621

Forecast Electorate in 2024	4001	Variance	-6%
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Evidence and rationale that the proposals meet the three statutory criteria

Wilton is large town bordering Salisbury, with Quidhampton a parish nestled between the two larger areas and which has a stronger connection to Wilton than the city. We are proposing adding 6 electors from Salisbury into the South Western Area Board following our community governance review. We are also proposing moving the Parish of South Newton from Wilton Division to the Nadder and East Knoyle Division to achieve electoral equality in both Wilton and Nadder and East Knoyle.

Impact on Parish Council arrangements: None



Division 30

No of Councillors:  
**One**

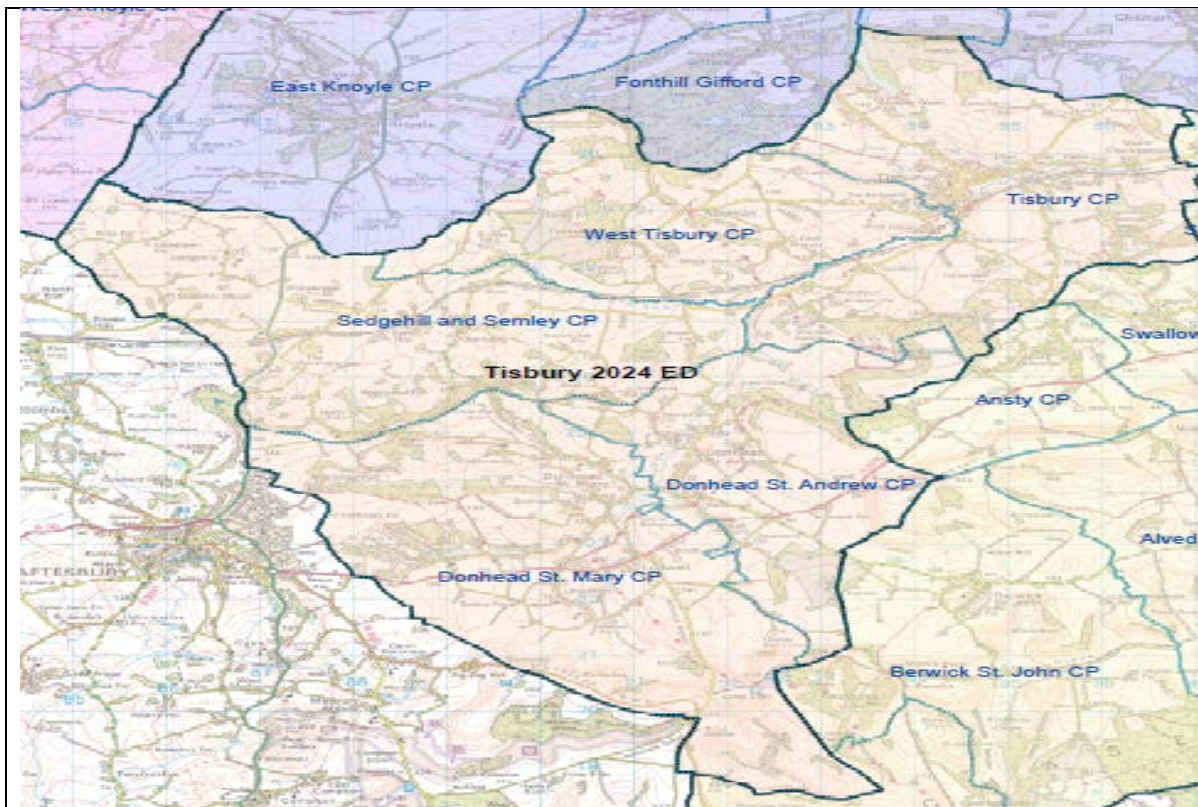
Polling district	Parish	Old Division	Electorate 2024
AF	Barford St. Martin	Nadder and East Knoyle	458
IV	Berwick St Leonard	Nadder and East Knoyle	30
AN	Burcombe	Nadder and East Knoyle	114
IU	Chicklade	Nadder and East Knoyle	73
EO	Chilmark	Nadder and East Knoyle	430
AR	Dinton	Nadder and East Knoyle	580
EW	East Knoyle	Nadder and East Knoyle	610
EY	Fonthill Bishop	Nadder and East Knoyle	88
EZ	Fonthill Gifford	Nadder and East Knoyle	98
FD	Hindon	Nadder and East Knoyle	409
GQ	Teffont	Nadder and East Knoyle	241
DB	South Newton	Wilton and Lower Wylve Valley	566
BA	Great Wishford	Till and Wylve Valley	273

Forecast Electorate in 2024	3969	Variance	<b>-7%</b>
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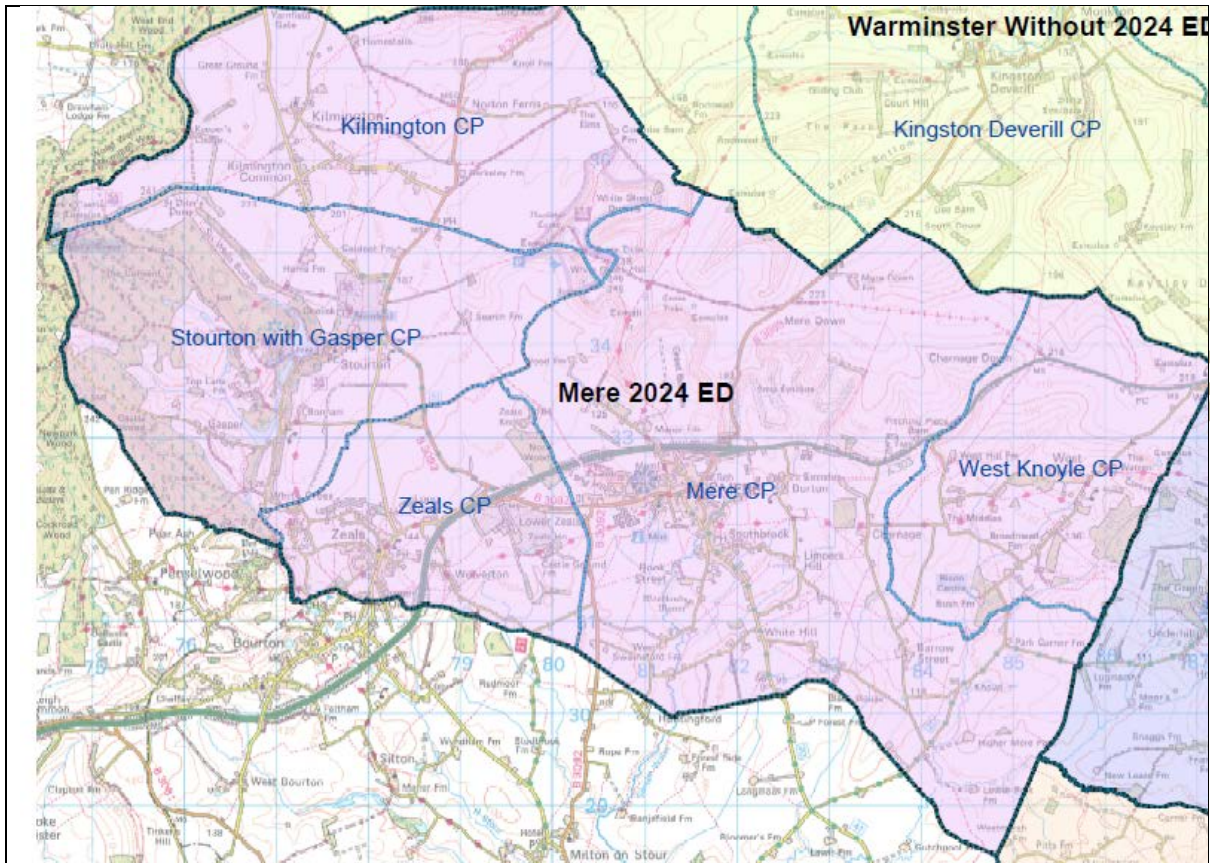
Evidence and rationale that the proposals meet the three statutory criteria

The proposed division is a large, rural division running from West Knoyle through to South Newton. We are proposing adding the Parishes of South Newton and Great Wishford into this division (from Wilton and the Amesbury Area Board Division of Till and Wyle Valley respectively) to achieve greater community cohesion and to achieve electoral equality. We are proposing moving Sedgehill and Semley into the Tisbury Division to achieve electoral equality there.

Impact on Parish Council arrangements: None



Division 31				No of Councillors: <b>One</b>
Polling district	Description of area	Parish	Old Division	Electorate 2024
GE1	Sedgemoor	Sedgemoor	Nadder and East Knoyle	103
GE2	Semley	Semley	Nadder and East Knoyle	420
ET	Donhead St. Andrew	Donhead St Andrew	Tisbury	358
EU	Donhead St. Mary	Donhead St. Mary	Tisbury	869
GR	Tisbury	Tisbury	Tisbury	2004
IO	West Tisbury	West Tisbury	Tisbury	518
Forecast Electorate in 2024		4272	Variance	0%
Evidence and rationale that the proposals meet the three statutory criteria				
The proposed division encompasses the sizable settlement of Tisbury with a series of medium sized parishes in close geographic proximity mostly within the historical community area, with the addition of Sedgemoor and Semley for the purposes of electoral equality.				
Impact on Parish Council arrangements: None				



Division 32

No of Councillors:  
**One**

Polling district	Description of area	Parish	Old Division	Electorate 2024
FI	Kilmington	Kilmington	Mere	233
GA	Mere	Mere	Mere	2743
GM	Stourton	Stourton	Mere	174
IN	West Knoyle	West Knoyle	Mere	140
IS	Zeals	Zeals	Mere	585

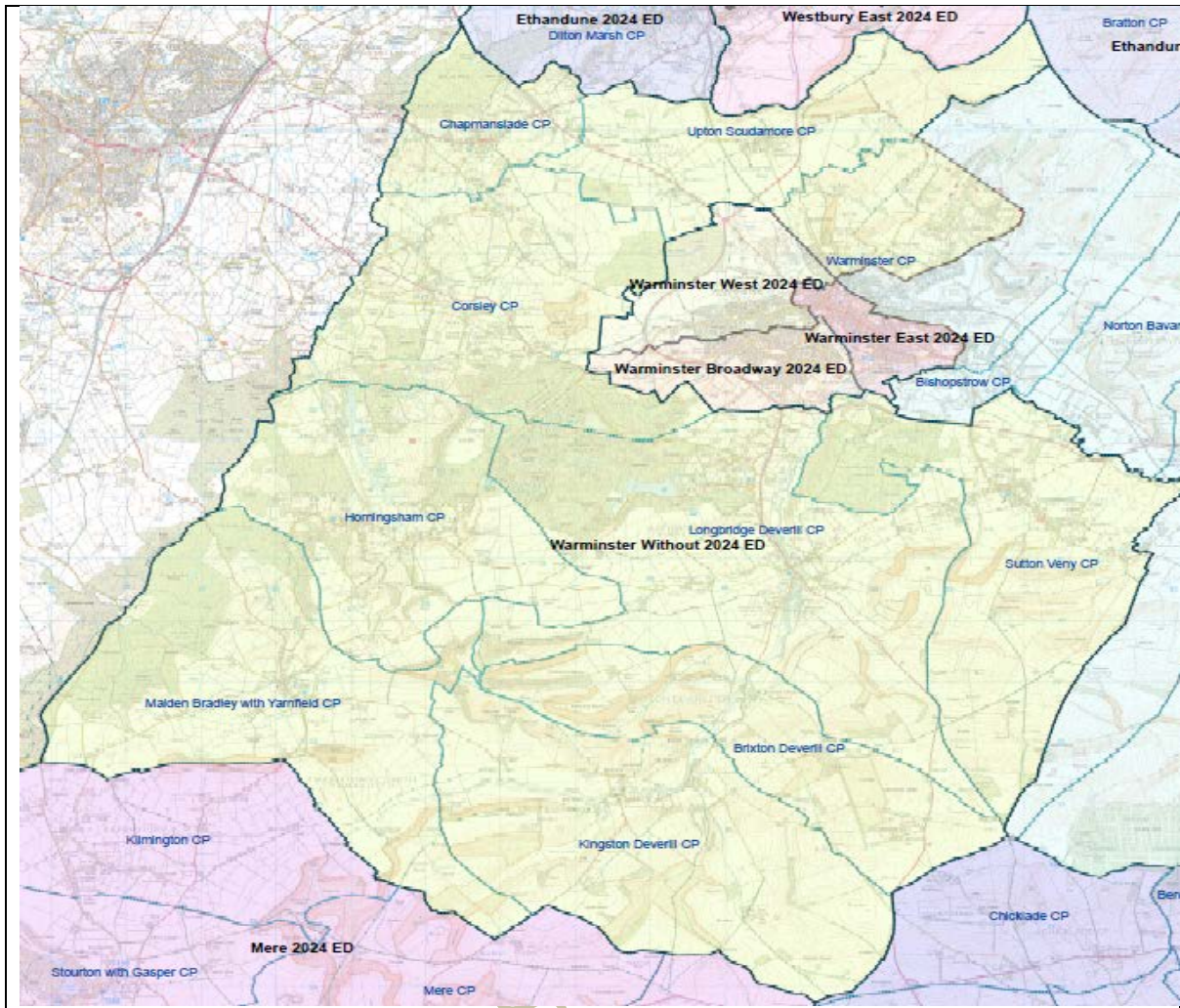
Forecast Electorate in 2024	3876	Variance	<b>-9%</b>
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Evidence and rationale that the proposals meet the three statutory criteria

We are proposing to leave the Division of Mere with no changes as it still meets the electoral equality requirements on projected numbers and is a defined community bounded by the edges of the County.

Impact on Parish Council arrangements: None





Division 33

No of Councillors:  
**One**

Polling district	Description of area	Parish	Old Division	Electorate 2024
IC1 a	Warminster (Warminster Copheap Ward)	Warminster	Warminster Copheap	200
ID1 a	Warminster (Warminster West Ward) Part 1	Warminster	Warminster West	100
FJ7	Brixton Deverill	Brixton Deverill	Warminster Without	73
EN1	Chapmanslade	Chapmanslade	Warminster Without	624
ER1	Corsley	Corsley	Warminster Without	588
FG1	Horningsham	Horningsham	Warminster Without	255
FJ6	Kingston Deverill	Kingston Deverill	Warminster Without	235
FL1	Longbridge Deverill	Longbridge Deverill	Warminster Without	726



FM	Maiden Bradley with Yarnfield	Maiden Bradley with Yarnfield	Warminster Without	290
GO1	Sutton Veny	Sutton Veny	Warminster Without	596
IG1	Upton Scudamore	Upton Scudamore	Warminster Without	266
Forecast Electorate in 2024			3952	Variance
-7%				
Evidence and rationale that the proposals meet the three statutory criteria				
<p>We are proposing moving 200 electors from Warminster Copheap to Warminster Without, this would be part of the Garrison area to the north of the town. We are also proposing moving 100 electors from the North Eastern Side of Westbury Road from Warminster West to Warminster Without. The prime reason for these moves is to achieve electoral equality. Both areas are rural in nature and fit well with the Warminster Without division.</p>				
Impact on Parish Council arrangements: Warminster re-warded				

COUNCIL DRAFT SUBJECT TO CHANGE

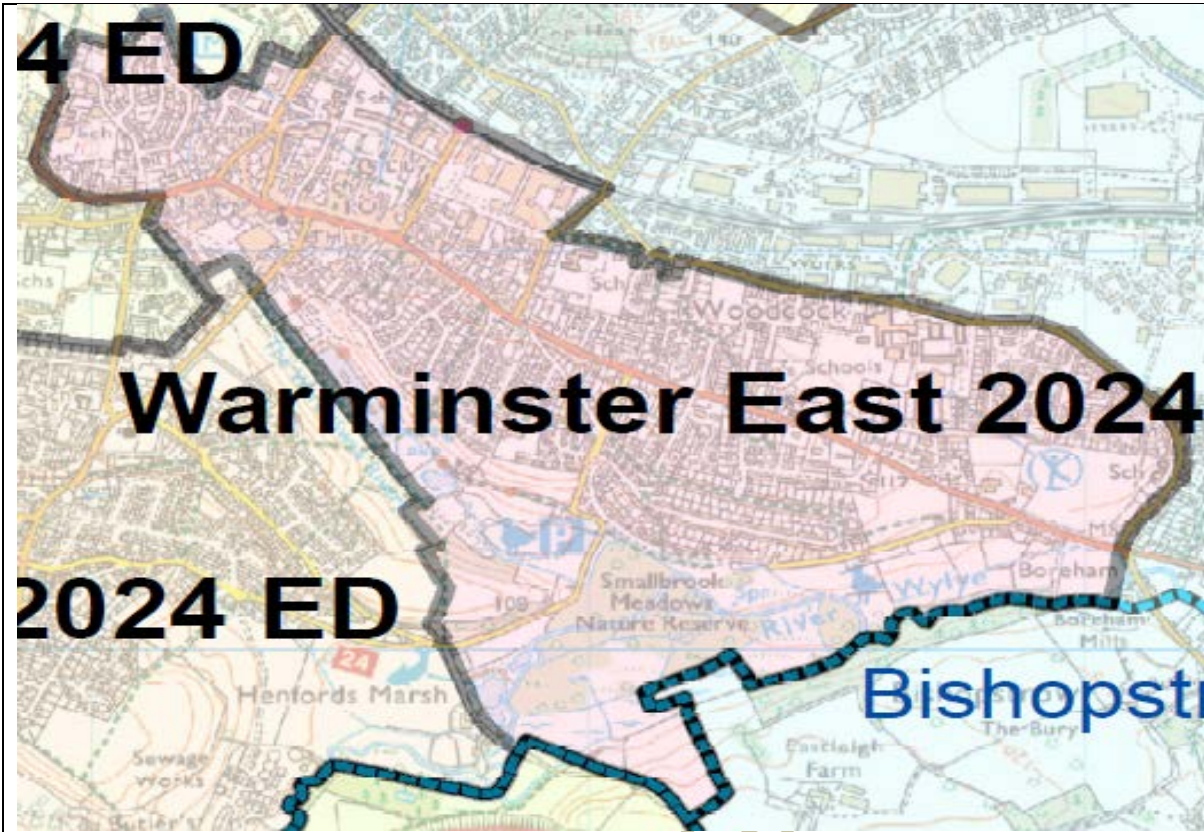


Division 34		No of Councillors: <b>One</b>		
Polling district	Description of area	Parish	Old Division	Electorate 2024
ID1	Warminster (Warminster West Ward) Part 1	Warminster	Warminster West	1018
ID2	Warminster (Warminster West Ward) Part 2	Warminster	Warminster West	3635
Forecast Electorate in 2024		4653	Variance	<b>+9%</b>
Evidence and rationale that the proposals meet the three statutory criteria				
<p>We are proposing moving 100 electors into Warminster Without and 500 electors from Warminster West to Warminster East (coming from the East of the Division). We are also proposing moving 200 electors from Warminster West to Warminster Broadway from the Princecroft area. There is ongoing housing development in the old division area and it needs reducing in size to ensure electoral equality.</p>				
Impact on Parish Council arrangements: Warminster re-warded				

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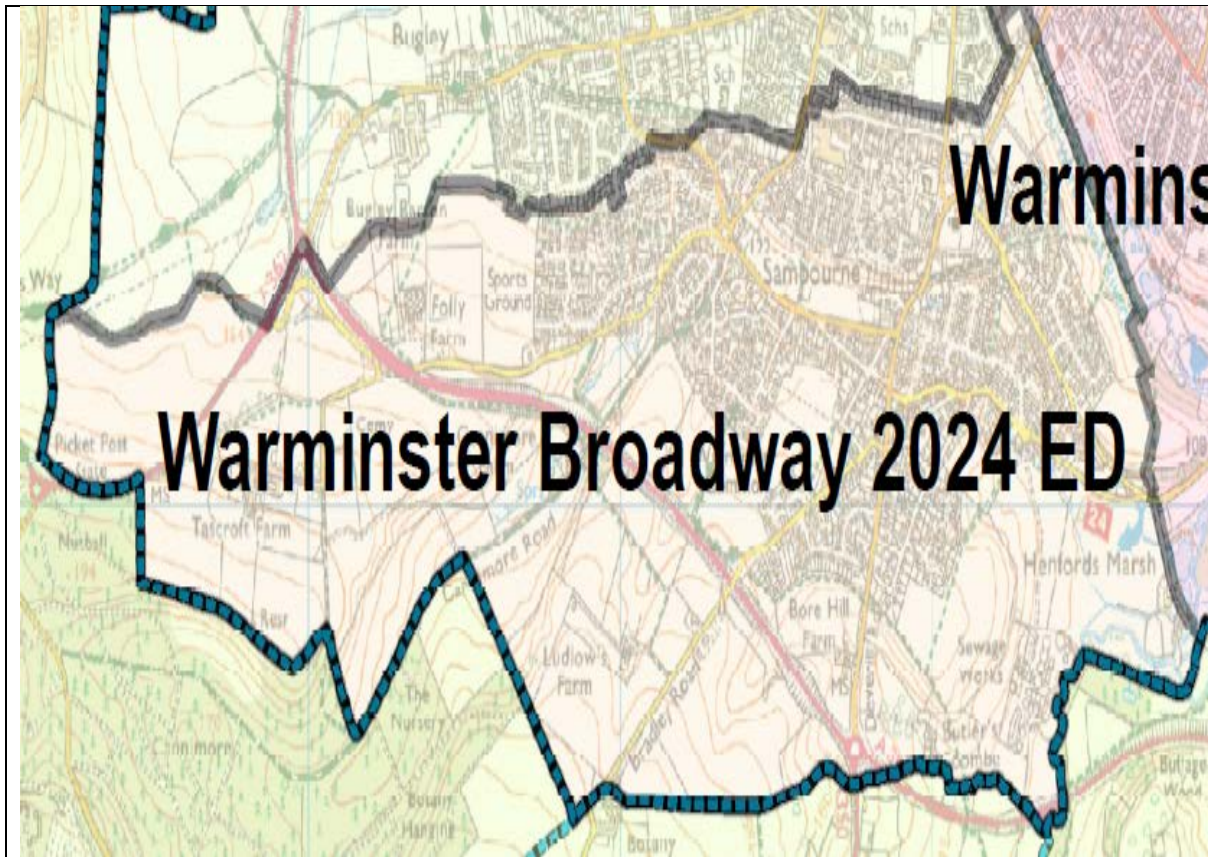
# Warminster East 2024

2024 ED

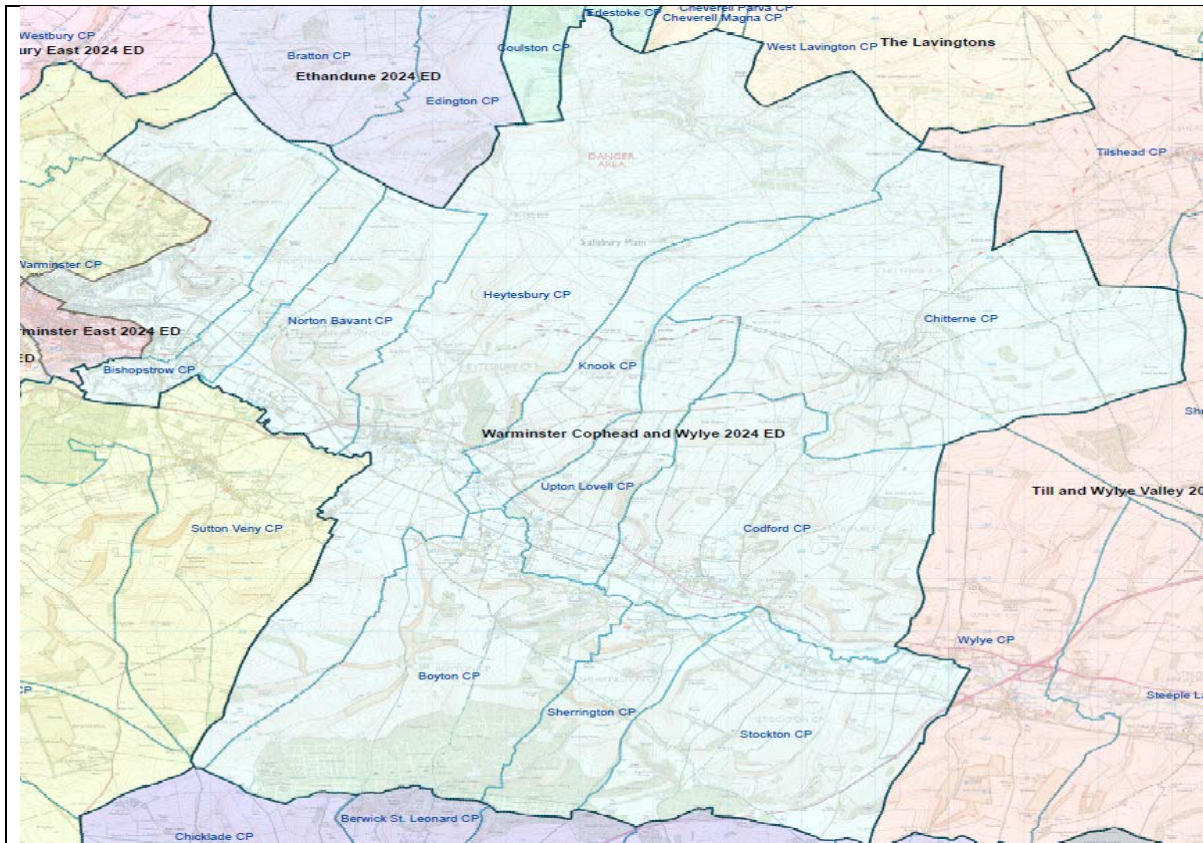


Division 35			No of Councillors: <b>One</b>	
Polling district	Description of area	Parish	Old Division	Electorate 2024
IE1	Warminster (Warminster East Ward) Part 1	Warminster	Warminster East	691
IE2	Warminster (Warminster East Ward) Part 2	Warminster	Warminster East	2048
IE3	Warminster (Warminster East Ward) Part 3	Warminster	Warminster East	1397
ID1b	Warminster west	Warminster	Warminster west	500
Forecast Electorate in 2024		4635	Variance	+9%
Evidence and rationale that the proposals meet the three statutory criteria				
<p>We are proposing to move 500 electors from Warminster West into Warminster East to achieve electoral equality. These would move from the east of the current ID1 polling district. We are also proposing moving 500 electors from polling district IE1 from Warminster East into Warminster Copheap and Wylve to achieve electoral equality. We would propose moving these from the military garrison area which is already partially inside Warminster Copheap. Finally we are proposing moving 170 electors from Warminster East Division to Warminster Copheap and Wylve Division from the Home Farm Development. This is also being done to achieve electoral equality.</p>				
Impact on Parish Council arrangements: Warminster rewarded				

COUNCIL DRAFT SUBJECT TO CHANGE



Division 36			No of Councillors: <b>One</b>	
Polling district	Description of area	Parish	Old Division	Electorate 2024
IB1	Warminster (Warminster Broadway Ward) Part 1	Warminster	Warminster Broadway	2160
IB2	Warminster (Warminster Broadway Ward) Part 2	Warminster	Warminster Broadway	2232
ID2 a	Warminster (Warminster West Ward) Part 2	Warminster	Warminster West	200
Forecast Electorate in 2024		4593	Variance	<b>+8%</b>
Evidence and rationale that the proposals meet the three statutory criteria				
We are proposing moving 200 electors from Warminster West into Warminster Broadway Division from the Princetroft area if the ID2 polling district to achieve electoral equality.				
Impact on Parish Council arrangements: Warminster re-warded				



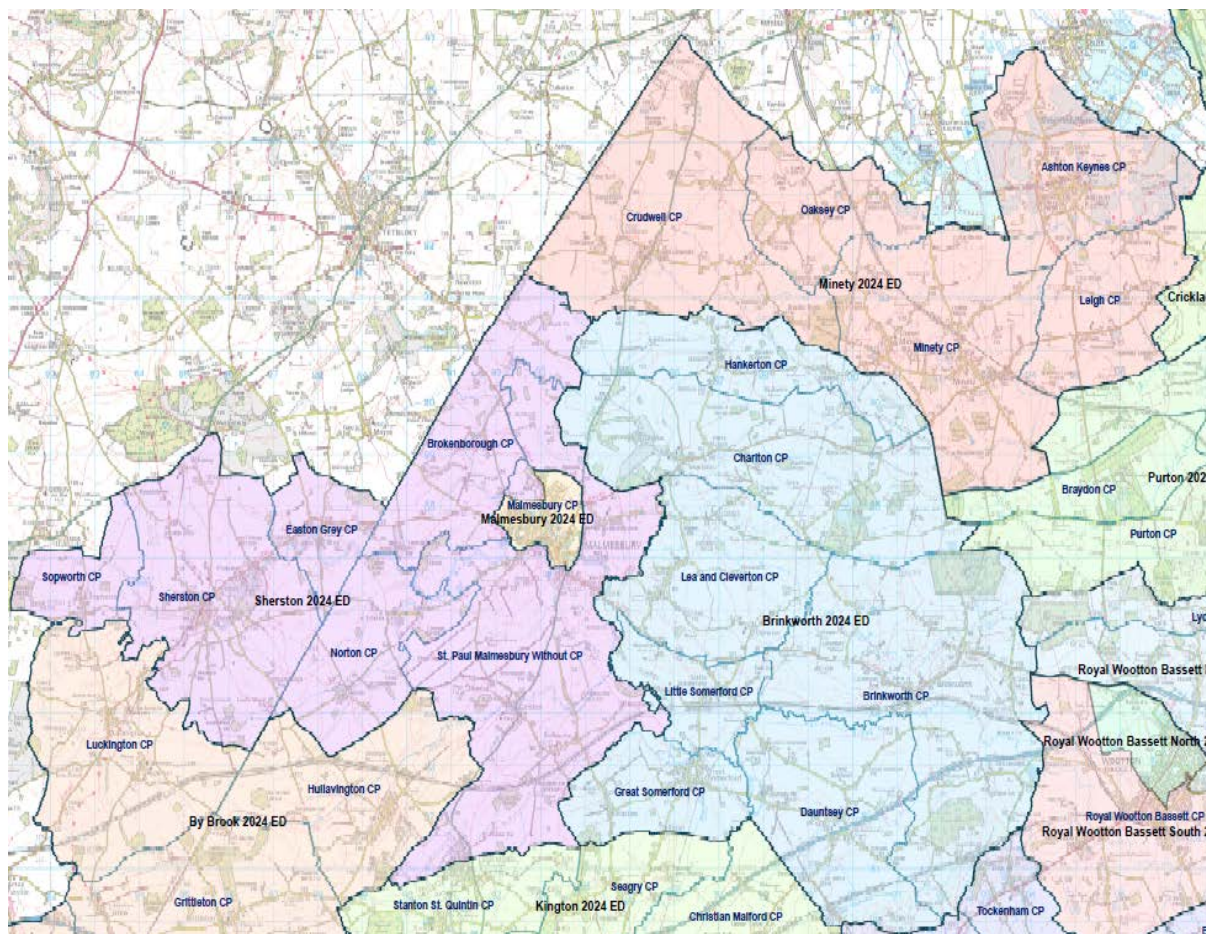
Division 37

No of Councillors:  
**One**

<b>Polling district</b>	<b>Description of area</b>	<b>Parish</b>	<b>Old Division</b>	<b>Electorate 2024</b>
EE6	Bishopstrow Part 1	Bishopstrow	Warminster Copheap and Wylie	112
EF6	Boyton	Boyton	Warminster Copheap and Wylie	148
EP1	Chitterne (Chitterne All Saints Ward)	Chitterne	Warminster Copheap and Wylie	181
EP7	Chitterne (Chitterne St Mary Ward)	Chitterne	Warminster Copheap and Wylie	70
EQ1	Codford	Codford	Warminster Copheap and Wylie	716
FA1	Heytesbury	Heytesbury	Warminster Copheap and Wylie	635
FA7	Knook	Knook	Warminster Copheap and Wylie	71
GD6	Norton Bavant	Norton Bavant	Warminster Copheap and Wylie	106
EQ7	Sherrington	Sherrington	Warminster Copheap and Wylie	45
GL6	Stockton	Stockton	Warminster Copheap and Wylie	147
IA6	Upton Lovell	Upton Lovell	Warminster Copheap and Wylie	135

IC1	Warminster (Warminster Copheap Ward)	Warminster	Warminster Copheap and Wyllye	1112
EE8	Bishopstrow Part 3	Bishopstrow	Warminster East	8
IE1 a	Warminster (Warminster East Ward) Part 1	Warminster	Warminster East	500
IE3 a	Warminster (Warminster East Ward) Part 3	Warminster	Warminster East	170
EE7	Bishopstrow Part 2	Bishopstrow	Warminster Without	5
Forecast Electorate in 2024		4161	Variance	-2%
Evidence and rationale that the proposals meet the three statutory criteria				
<p>We are proposing moving a total of 670 electors from Warminster East into Warminster Copheap and Wyllye from the Home Farm Development and Military Barracks area. This is primarily being done to achieve electoral equality however it should be noted that there are already 1112 electors from the Parish area of Warminster in the Warminster Copheap and Wyllye Division, part of the desire locally to ensure that the villages are not politically isolated outside of Warminster but more involved. We are also proposing bringing the entirety of the Parish of Bishopstrow into the Warminster Copheap and Wyllye division following recent governance review decisions.</p>				
Impact on Parish Council arrangements: Warminster re-warded				

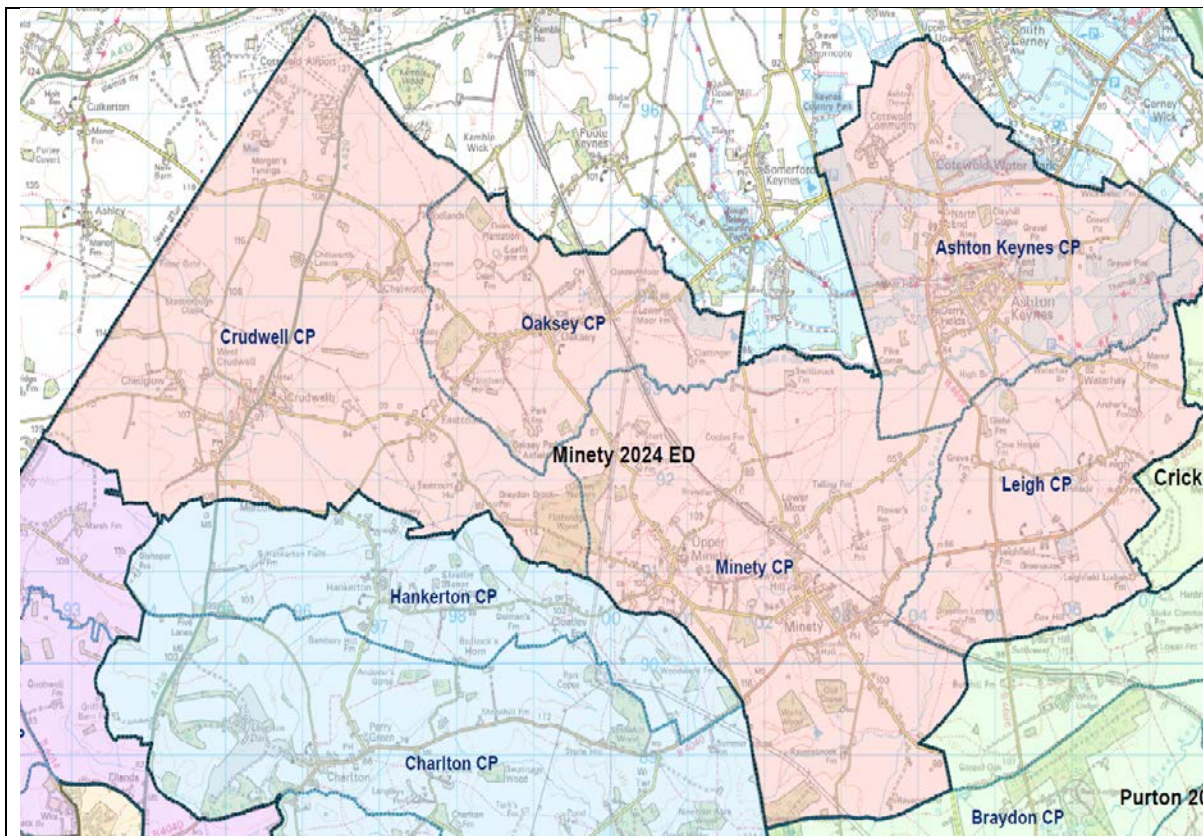
## Malmesbury Area Board



Malmesbury is to an extent isolated from the rest of Wiltshire through its location North of the M4. It is characterised by the relatively small town of Malmesbury and a large rural area around it. The recent expansion of Dyson has slightly changed this dynamic. We are proposing leaving Malmesbury Area Board with 4 members. We are proposing moving the Parish of Luckington from Malmesbury Area Board to Chippenham Area Board. It sits on the Western edge of Wiltshire and does not really look particularly to Malmesbury as its local centre so fits relatively well with Chippenham. We are proposing moving it to achieve electoral equality in both Sherston and Bybrook Divisions, from a community point of view we are happy it could comfortably sit in either.

It is proposed the area is made up of 4 divisions, all of which are within 10% of the electoral average.





Division 38	No of Councillors: <b>One</b>
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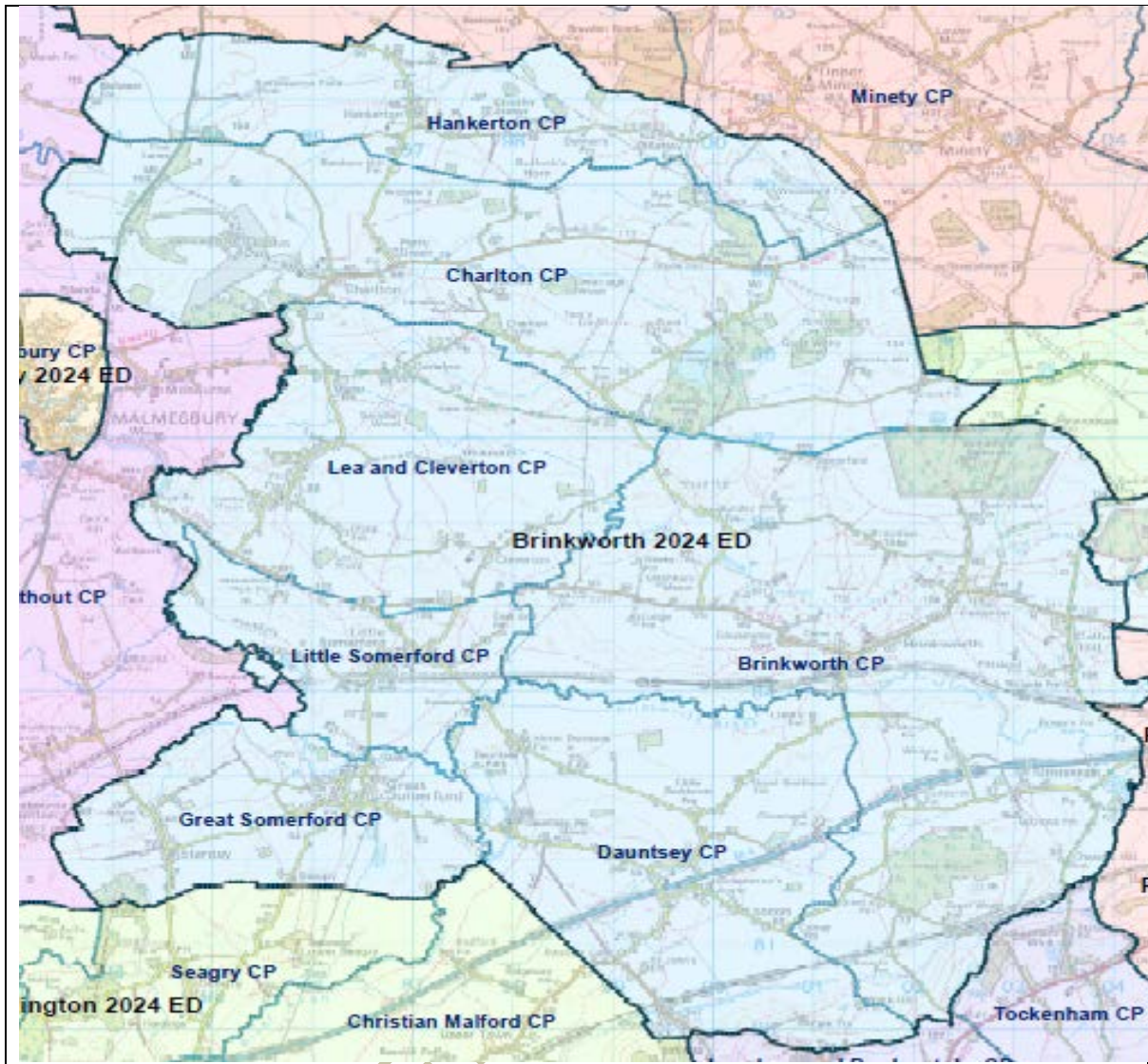
Polling district	Description of area	Parish	Old Division	Electorate 2024
MA1	Ashton Keynes	Ashton Keynes	Minety	1178
NU1	Crudwell	Crudwell	Minety	989
OM1	Leigh	Leigh	Minety	285
OX1	Minety	Minety	Minety	1211
PD1	Oaksey	Oaksey	Minety	454

Forecast Electorate in 2024	4117	Variance	<b>-3%</b>
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Evidence and rationale that the proposals meet the three statutory criteria

We are not proposing any changes to the current division of Mintey, it functions well as a division and is inside the numerical bounds for electoral equality.

Impact on Parish Council arrangements: None



Division 39

No of Councillors:  
**One**

<b>Polling district</b>	<b>Description of area</b>	<b>Parish</b>	<b>Old Division</b>	<b>Electorate 2024</b>
MI1	Brinkworth	Brinkworth	Brinkworth	1110
MX1	Charlton	Charlton (nr Malmesbury )	Brinkworth	366
NV1	Dauntsey	Dauntsey	Brinkworth	491
NX1	Great Somerford	Great Somerford	Brinkworth	712
OA1	Hankerton	Hankerton	Brinkworth	257
OL1	Lea & Cleverton (Lea Ward)	Lea & Cleverton	Brinkworth	535
OL2	Lea & Cleverton (Garsdon & Cleverton Ward)	Lea & Cleverton	Brinkworth	158
ON1	Little Somerford	Little Somerford	Brinkworth	301
Forecast Electorate in 2024		3930	Variance	-8%

Evidence and rationale that the proposals meet the three statutory criteria

We are not proposing any changes to the current division of Brinkworth, it functions well as a division and is inside the numerical bounds for electoral equality.

Impact on Parish Council arrangements: None

COUNCIL DRAFT SUBJECT TO CHANGE



Division 40

No of Councillors:  
**One**

Polling district	Description of area	Parish	Old Division	Electorate 2024
OV1	Malmesbury Part 1	Malmesbury	Malmesbury	816
OV2	Malmesbury Part 2	Malmesbury	Malmesbury	1460
OV3	Malmesbury Part 3	Malmesbury	Malmesbury	2262

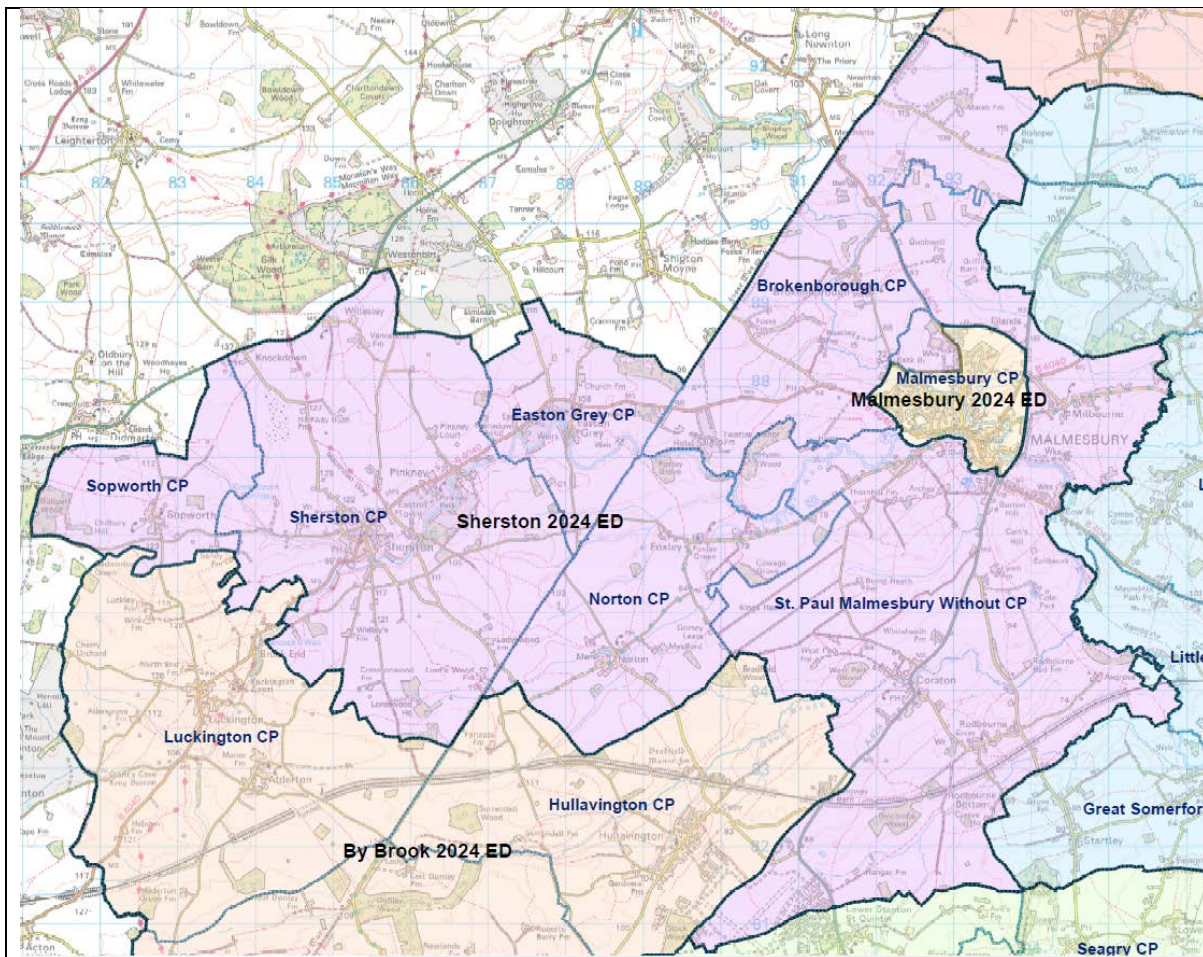
Forecast Electorate in 2024	4538	Variance	<b>+6%</b>
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Evidence and rationale that the proposals meet the three statutory criteria

Malmesbury has now grow too large to be a single division due to growth in the town. We are proposing moving 500 electors from Malmesbury to Sherston Division from the new development to the North West of Malmesbury. This is geographically defined by the river to the south and B4104 to the East along with the natural valley. It is the most logical part of the Malmesbury to put in a different division from the rest of the town. The rest of the community is more established and cohesive, to quote one Town Councillor, if you try to break up the old town we will sharpen our battleaxes.

It is acknowledged that this results once again in a division entirely surrounded by another, and would refer to the reasoning for division 41.

Impact on Parish Council arrangements: Malmesbury re-warded



Division 41

No of Councillors: **One**

Polling district	Description of area	Parish	Old Division	Electorate 2024
MK1	Brokenborough	Brokenborough	Sherston	163
NW1	Easton Grey	Easton Grey	Sherston	71
PC1	Norton & Foxley	Norton & Foxley	Sherston	104
PO1	Sherston	Sherston	Sherston	1339
PP1	Sopworth	Sopworth	Sherston	101
PK1	St Paul Malmesbury Without (St Paul Ward) Part 1	St Paul Malmesbury Without	Sherston	548
	St Paul Malmesbury Without (St Paul Ward) Part 2	St Paul Malmesbury Without		
PK2	St Paul Malmesbury Without (Westport Ward)	St Paul Malmesbury Without	Sherston	1296
PN1	Malmesbury Part 2	Malmesbury	Sherston	263
OV2 a	Malmesbury Part 2	Malmesbury	Malmesbury to Sherston	500

Forecast Electorate in 2024	4383	Variance	<b>+3%</b>
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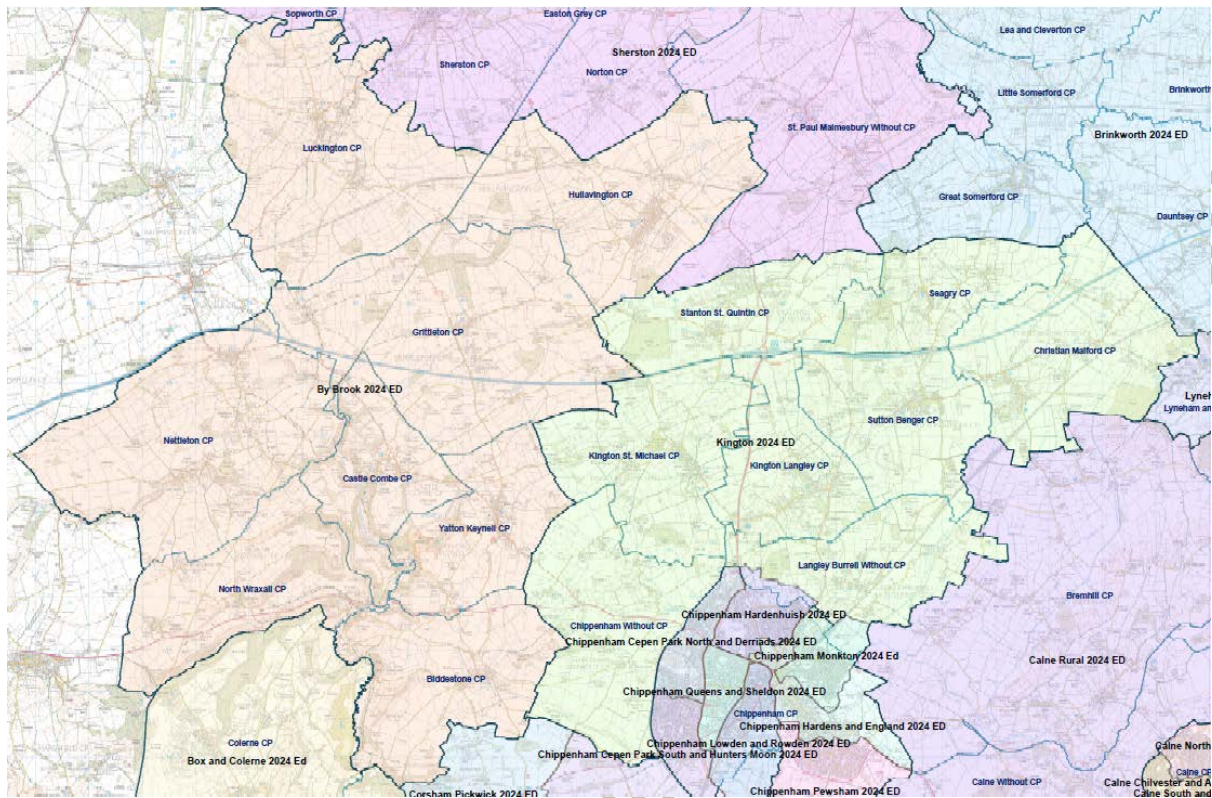
Evidence and rationale that the proposals meet the three statutory criteria

We are proposing moving 500 electors from Malmesbury to Sherston Division as described above to achieve electoral equality in Malmesbury. We are aware that this will leave the division of Sherston acting as a donut to the division of Malmesbury. This is the only 'donut' in Wiltshire and was created with the formation of Wiltshire Council. Malmesbury is a small town and has very good links with its neighbouring villages. The only way to break the 'donut' would be to move the Parish of St Paul Malmesbury Without which is too large to easily move and really closely linked to Malmesbury or the Parish of Brokenborough. If we moved Brokenborough that would break the land link allowing for the proposed moving of 500 electors into Sherston Division (Minety division is too large to allow for the addition of 500 electors) and would require 500 electors to be moved from the more established and cohesive community of older Malmesbury. On balance we think community cohesion is better served by allowing the 'donut' to continue than trying to fix it.

Impact on Parish Council arrangements: Malmesbury re-warded

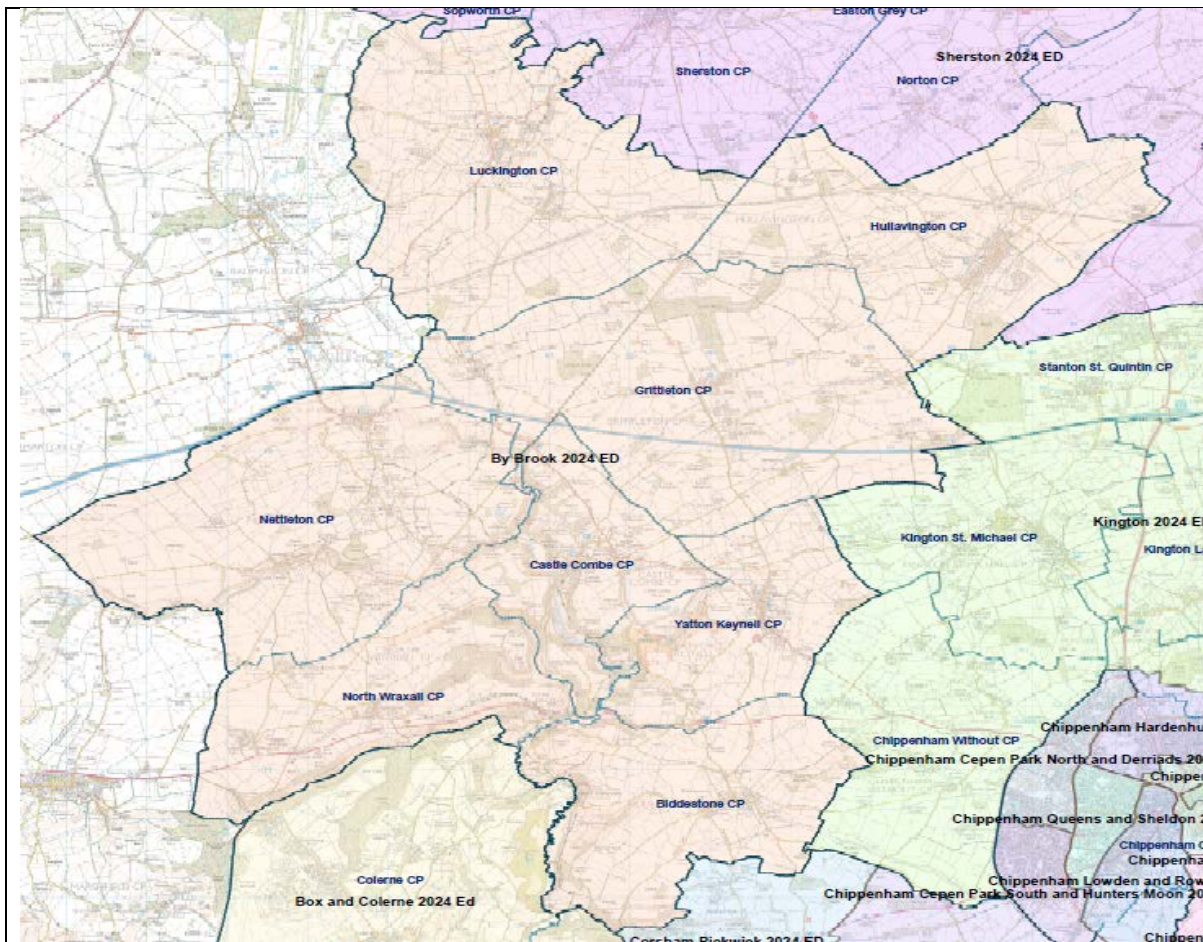
COUNCIL DRAFT SUBJECT TO CHANGE

## Chippenham Area Board



The Chippenham community area comprises one predominantly urbanised market town and many rural parishes, covering a relatively large geographical area. The parishes in the Chippenham area have long been historically associated with the market town of Chippenham, and that said, naturally the area board of Chippenham works well containing both wholly urban and wholly rural electoral divisions.

It is proposed that ten divisions make up the Chippenham community area, of which two are rural and eight are urban. To ensure there are sufficient electors to maintain two wholly rural divisions within variance of the electoral average, it is proposed that the parish of Luckington is added to the Chippenham community area. To form the remaining eight urban divisions, new urban developments at Birds Marsh, Rawlings Green, Hunters Moon and Showell Farm have been combined with the existing urban area of Chippenham. All are within acceptable variance of the electoral average. The old division boundaries inside Chippenham no longer make sense with the growth of the town so we are suggesting significant changes to the urban divisions in Chippenham.



Division 42	<b>No of Councillors: One</b>
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Polling district	Description of area	Parish	Old Division	Electorate 2024
MB1	Biddestone	Biddestone	By Brook	441
MW1	Castle Combe	Castle Combe	By Brook	282
NY1	Grittleton	Grittleton	By Brook	442
OD1	Hullavington	Hullavington	By Brook	1,081
OY1	Nettleton	Nettleton	By Brook	576
PA1	North Wraxall	North Wraxall	By Brook	355
PW1	Yatton Keynell	Yatton Keynell	By Brook	718
OO1	Luckington Part 1	Luckington	Sherston	84
OP1	Luckington Part 2	Luckington	Sherston	444

Forecast Electorate in 2024	4425	Variance	+4%
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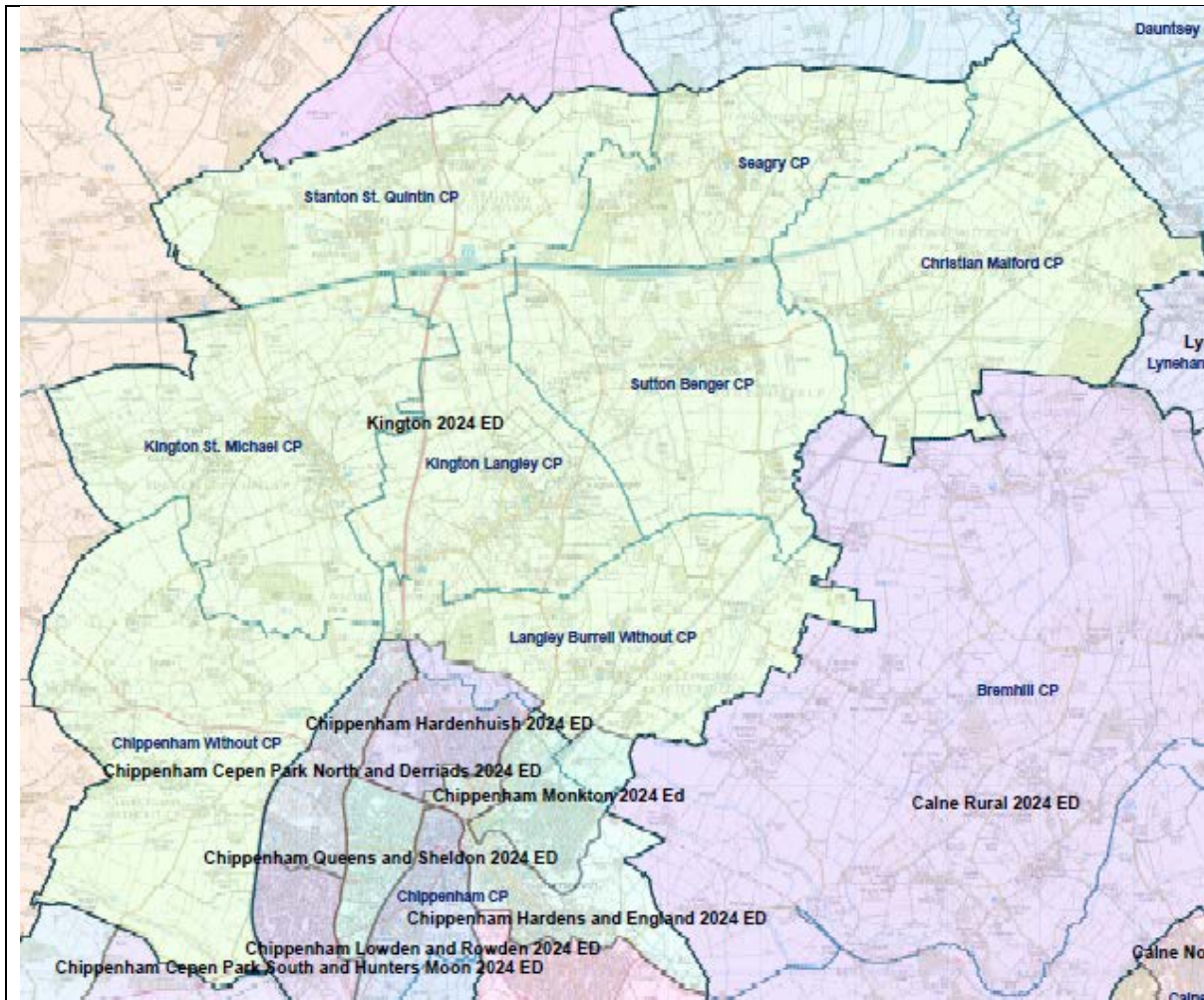
Evidence and rationale that the proposals meet the three statutory criteria



. It is proposed to include the parish of Luckington (from Malmesbury area board) with the parishes of the current By Brook division to get within acceptable variance of the electoral average, and on a community basis it was considered that whilst Luckington looks more to Sherston it does not look to Malmesbury so it would be acceptable for it to sit in either community area.

Impact on Parish Council arrangements: None

COUNCIL DRAFT SUBJECT TO CHANGE



Division 43

No of Councillors:  
**One**

Polling district	Description of area	Parish	Old Division	Electorate 2024
NI3	Chippenham Without	Chippenham Without	Kington	148
NJ1	Christian Malford	Christian Malford	Kington	664
OE1	Kington Langley	Kington Langley	Kington	679
OF1	Kington St Michael	Kington St. Michael	Kington	622
OJ1	Langley Burrell Without	Langley Burrell Without	Kington	575
PR1	Seagry	Seagry	Kington	271
PQ1	Stanton St Quintin	Stanton St. Quintin	Kington	467
PS1	Sutton Benger	Sutton Benger	Kington	1,071

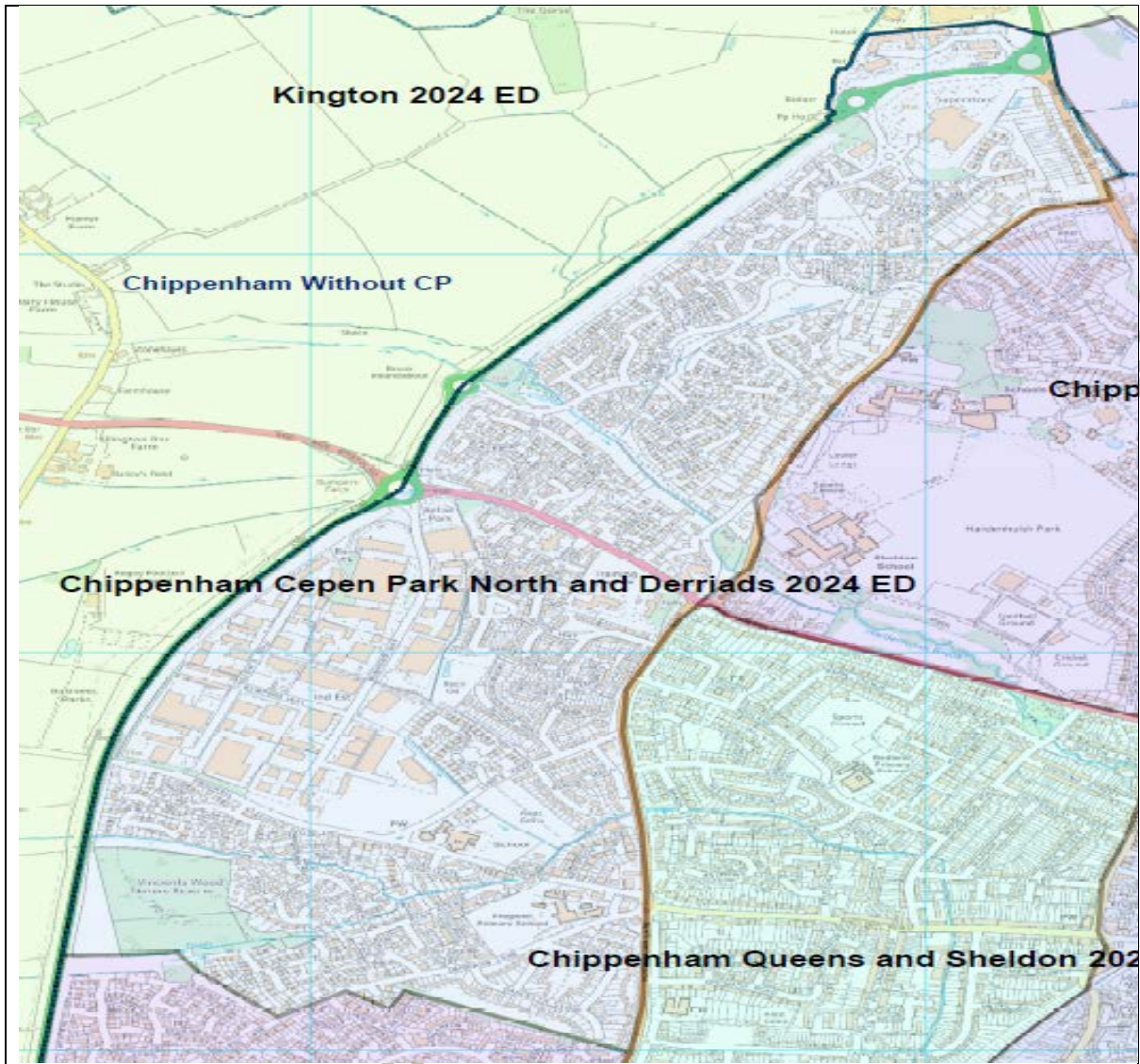
Forecast Electorate in 2024	4497	Variance	<b>+5%</b>
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Evidence and rationale that the proposals meet the three statutory criteria

No changes are proposed from the existing Kington division, other than the urban development areas around Chippenham in the parish of Langley Burrell being included in urban Chippenham divisions. The electoral variance is acceptable and the combined villages have strong community links.

Impact on Parish Council arrangements: Langley Burrell Without warded

COUNCIL DRAFT SUBJECT TO CHANGE



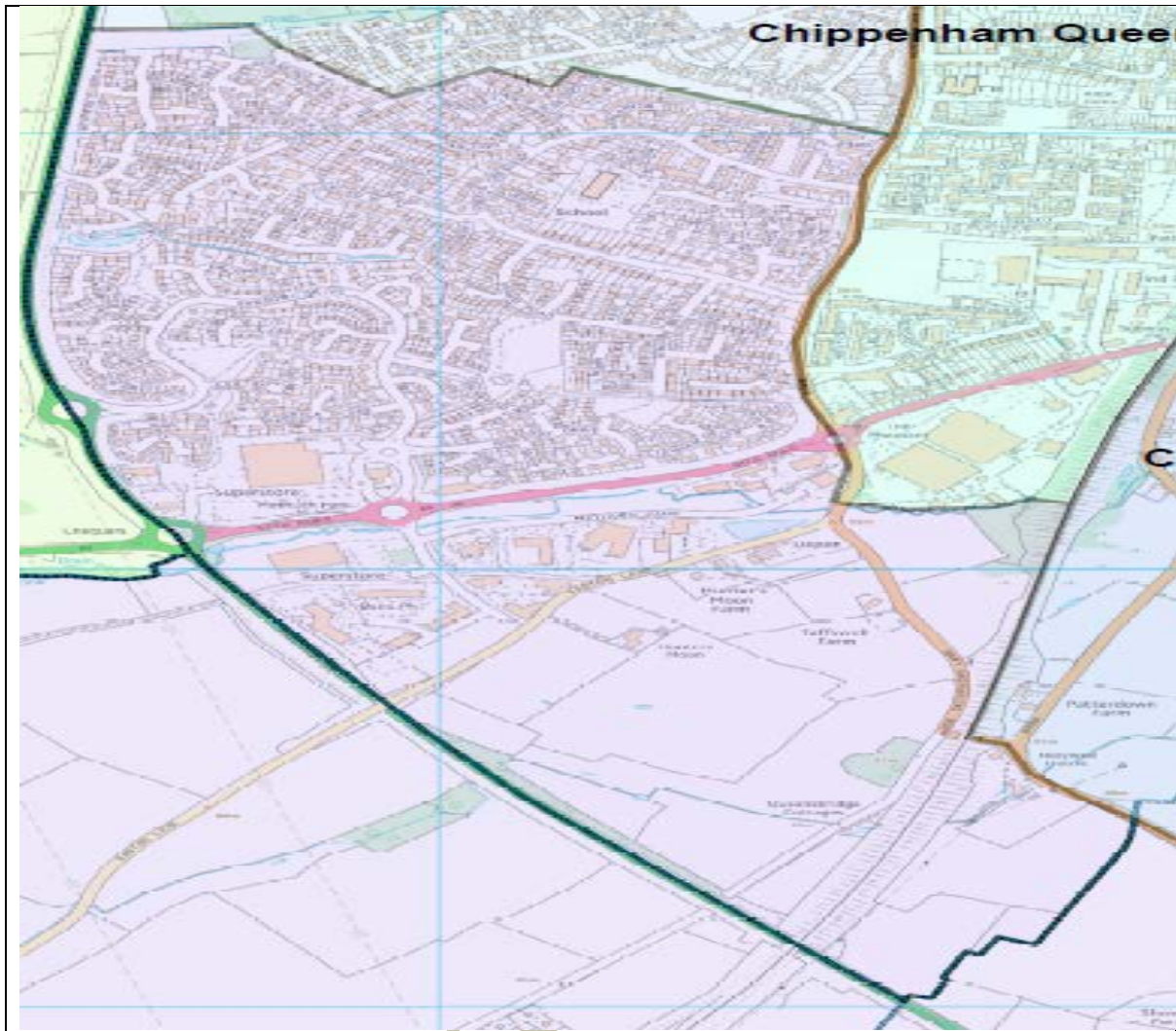
Division 44

No of Councillors:  
**One**

Polling district	Description of area	Parish	Old Division	Electorate 2024
QD1	Chippenham (Cepen Park and Derriads) Part 1	Chippenham	Chippenham Cepen Park and Derriads	1,299
QD2 a	Chippenham (Cepen Park and Derriads) Part 2	Chippenham	Cepen Park and Derriads to Cepen Park Turpin Way area	58
QF1	Chippenham (Cepen Park and Redlands) Part 1	Chippenham	Chippenham Cepen Park and Redlands	623
QF2	Chippenham (Cepen Park and Redlands) Part 2	Chippenham	Chippenham Cepen Park and Redlands	1,382
QF3	Chippenham (Cepen Park and Redlands) Part 3	Chippenham	Chippenham Cepen Park and Redlands	783

QC1 a	Chippenham (Hardenhuish) Part 1	Chippen ham	Chippenham Hardenhuish	30
Forecast Electorate in 2024		4174	Variance	-2%
Evidence and rationale that the proposals meet the three statutory criteria				
It is proposed to include the Cepen Park North part of the existing Cepen Park and Redlands division, and the Derriads area of the existing Cepen Park and Derriads division to get within acceptable variance of the electoral average. From a community perspective, it was felt that Cepen Park North, Cepen Park South, and the Derriads area would work well in a division together.				
Impact on Parish Council arrangements: Chippenham re-warded				

COUNCIL DRAFT SUBJECT TO CHANGE

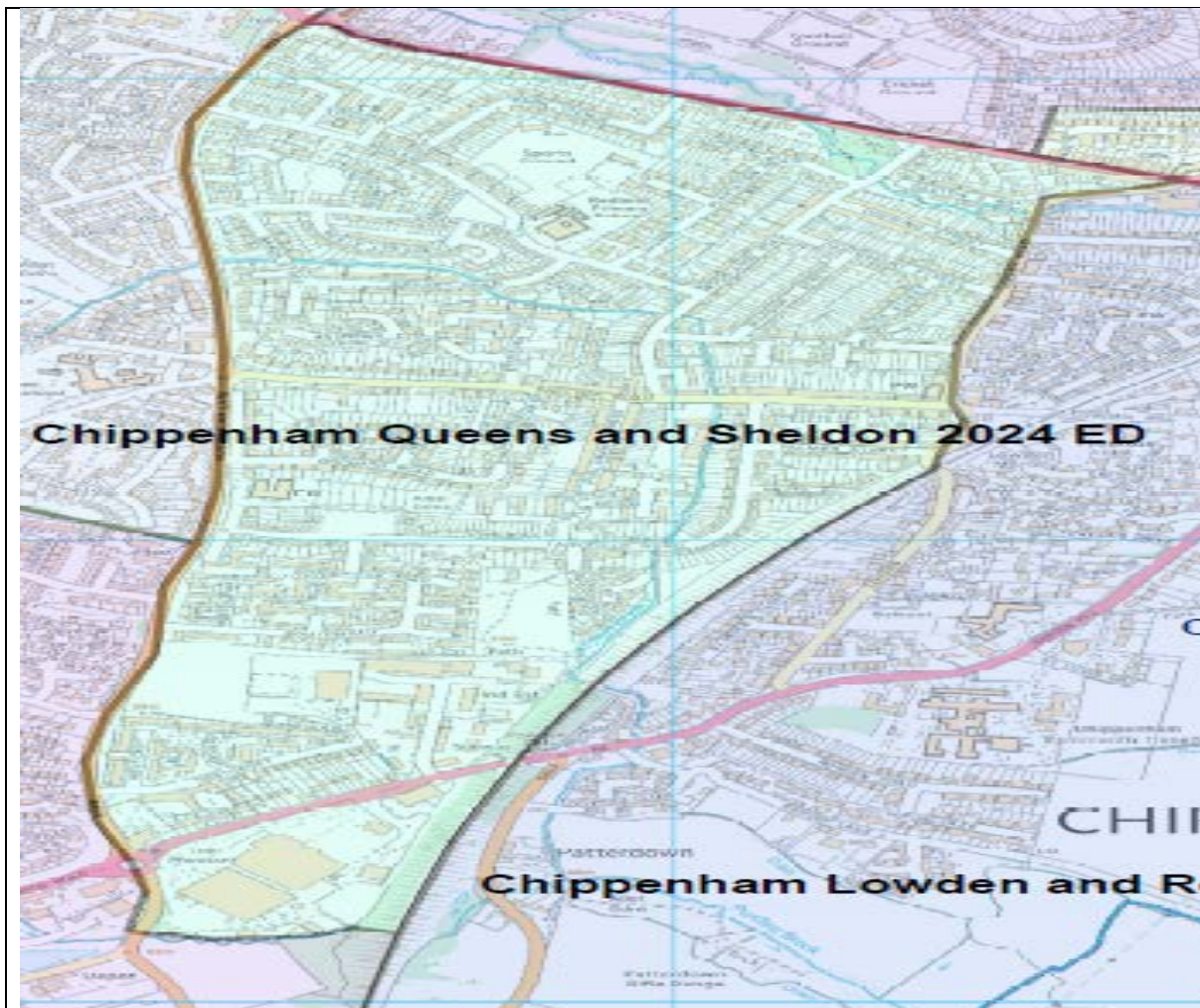


Division 45			No of Councillors: <b>One</b>	
Polling district	Description of area	Parish	Old Division	Electorate 2024
QD2	Chippenham (Cepen Park and Derriads) Part 2	Chippenham	Chippenham Cepen Park and Derriads	915
QD3	Chippenham (Cepen Park and Derriads) Part 3	Chippenham	Chippenham Cepen Park and Derriads	1,249
QE1 a	Chippenham (Queens and Sheldon) Part 1	Chippenham	Queens and Sheldon	1,464
QD4	Chippenham (Cepen Park and Derriads) Part 4	Chippenham	Corsham Town	650
Forecast Electorate in 2024		4277	Variance	0%
Evidence and rationale that the proposals meet the three statutory criteria				

It is proposed to include the Cepen Park South part of the existing Cepen Park and Derriads division, some of the existing Queens and Sheldon division west of Hungerdown Lane, and the new Hunters moon development (from Corsham Area Board) to get within acceptable variance of the electoral average. From a community perspective, it was strongly felt that Hunters Moon should be part of a Chippenham urban division, rather than that of a Corsham division, as it has direct links to the Methuen Park area of the existing Cepen Park and Derrais division, and no links to Corsham.

Impact on Parish Council arrangements: Chippenham re-warded

COUNCIL DRAFT SUBJECT TO CHANGE



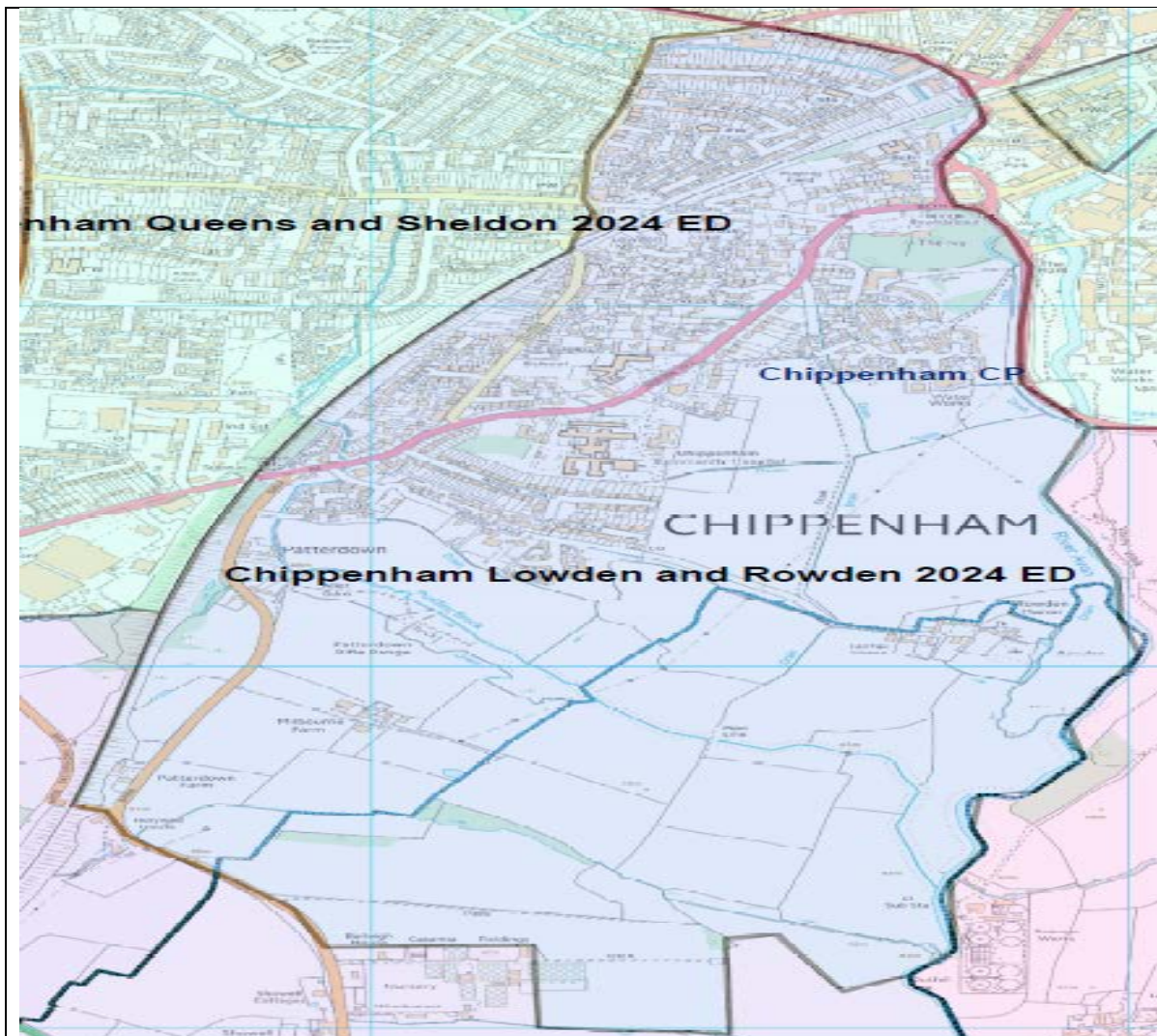
Division 46			No of Councillors: <b>One</b>	
Polling district	Description of area	Parish	Old Division	Electorate 2024
QF4	Chippenham (Cepen Park and Redlands) Part 4	Chippenham	Chippenham Cepen Park and Redlands	1,053
QA1 a	Chippenham (Lowden and Rowden) Part 1	Chippenham	Lowden and Rowden	1,172
QE1	Chippenham (Queens and Sheldon) Part 1	Chippenham	Chippenham Queens and Sheldon	757
QE2	Chippenham (Queens and Sheldon) Part 2	Chippenham	Chippenham Queens and Sheldon	1,184
Forecast Electorate in 2024		4167	Variance	-2%
Evidence and rationale that the proposals meet the three statutory criteria				



It is proposed to include the Sheldon Road, Southmead and Westcroft part of the existing Queens and Sheldon division, the Redlands area of the existing Cepan Park and Redlands division, and part of the Audley Road area from the existing Lowden and Rowden division to get within acceptable variance of the electoral average. From a community perspective, it was felt that the distinct community east of Hungerdown Lane to Rowden Hill that is currently split across 3 divisions should be united in to a single division. It was also felt that some confusing divisional boundaries in the Ladyfield Road area should be resolved, and the proposal does resolve such confusion.

Impact on Parish Council arrangements: Chippenham re-warded

COUNCIL DRAFT SUBJECT TO CHANGE

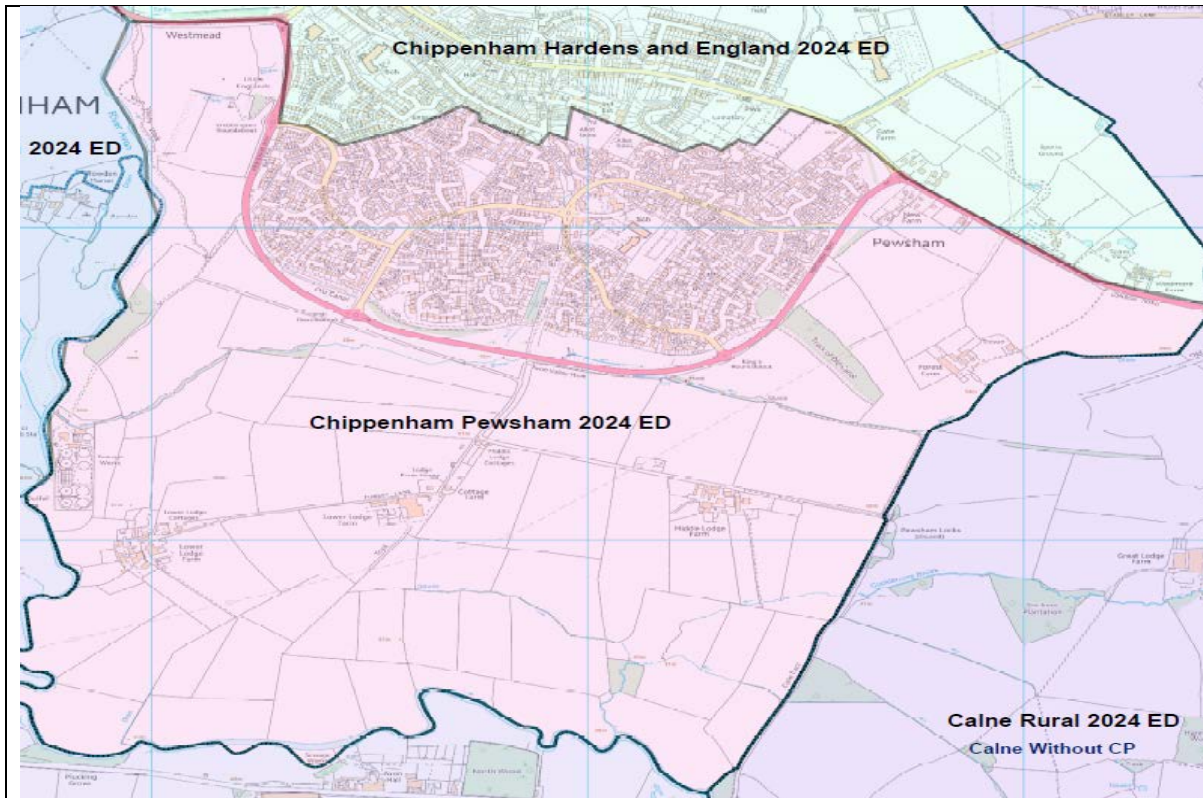


Division 47			No of Councillors: <b>One</b>	
Polling district	Description of area	Parish	Old Division	Electorate 2024
QA1	Chippenham (Lowden and Rowden) Part 1	Chippenham	Chippenham Lowden and Rowden	1,025
QA2	Chippenham (Lowden and Rowden) Part 2	Chippenham	Chippenham Lowden and Rowden	2,596
QH2 a	Chippenham (Monkton) Part 2	Chippenham	Monkton	103
OH1 a	Lacock	Lacock	Corsham Without to Chippenham Rowden New Development	378
Forecast Electorate in 2024		4102	Variance	-4%
Evidence and rationale that the proposals meet the three statutory criteria				

It is proposed to include the existing division of Lowden and Rowden minus the area to the west of Audley Road and Ladyfield Road, the Ivy Lane area of the existing Chippenham Monkton division, and the new development of Showell Farm (from the parish of Lacock and existing electoral division of Corsham Without and Box Hill) to get within acceptable variance of the electoral average. From a community perspective, it was felt that the Showell Farm development should be part of a Chippenham urban division, as it has direct links to the existing Chippenham Lowden and Rowden division, and no links to the parish of Lacock. It was also felt that the Ivy Lane area of the existing Chippenham Monkton division should be included to unite the communities in that area.

Impact on Parish Council arrangements: Chippenham re-warded, Lacock warded

COUNCIL DRAFT SUBJECT TO CHANGE



Division 48	No of Councillors: <b>One</b>
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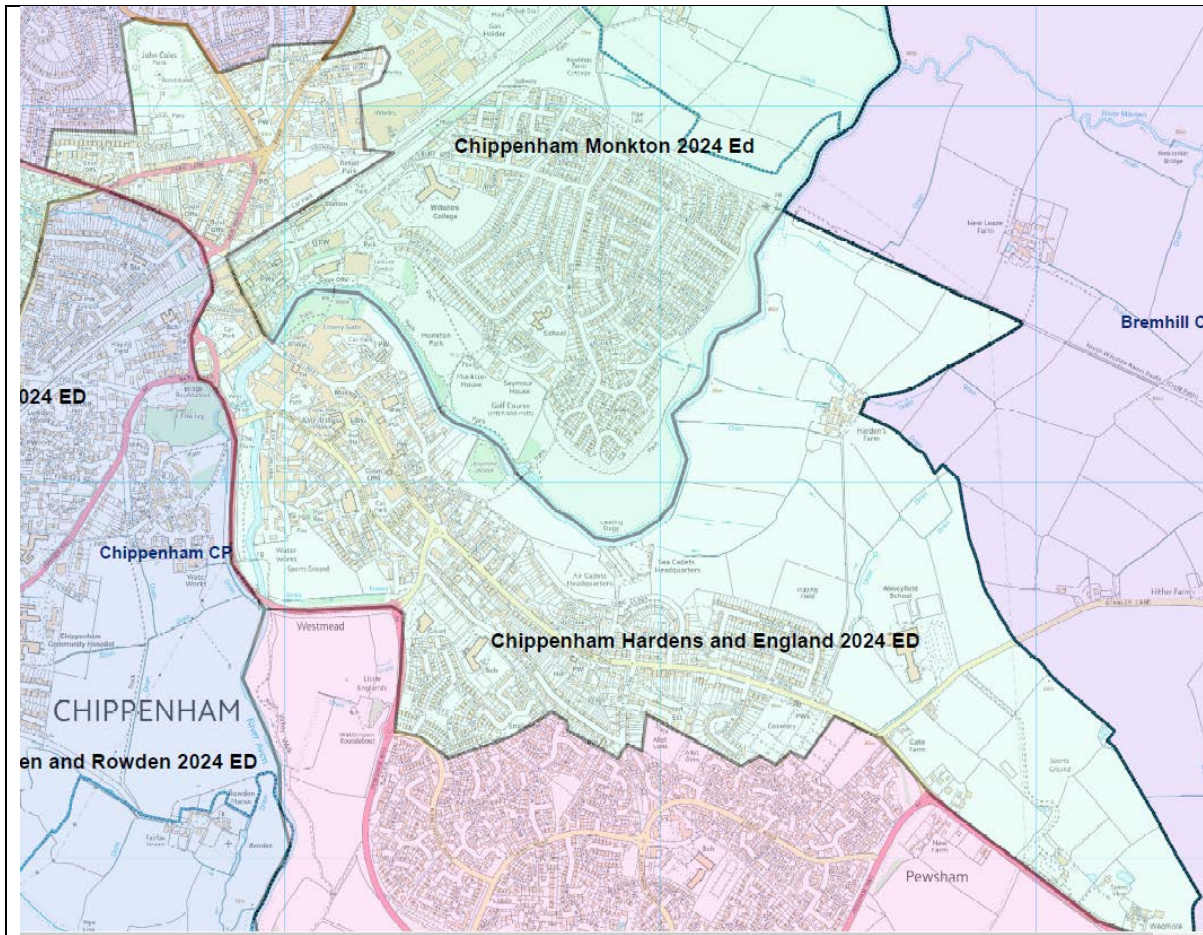
Polling district	Description of area	Parish	Old Division	Electorate 2024
QJ3 a	Chippenham (Hardens and England) Part 3	Chippenham	Hardens and England	580
QB1	Chippenham (Pewsham) Part 1	Chippenham	Chippenham Pewsham	1,861
QB2	Chippenham (Pewsham) Part 2	Chippenham	Chippenham Pewsham	1,695

Forecast Electorate in 2024	4136	Variance	<b>-3%</b>
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Evidence and rationale that the proposals meet the three statutory criteria

It is proposed to include the existing division of Chippenham Pewsham, and some of the existing division of Chippenham Hardens and England to the east of Webbington Road to get within acceptable variance of the electoral average. From a community perspective, it was strongly felt that Pewsham is a well-defined community of its own as an urban extension of Chippenham, and as such should be kept wholly in one electoral division where possible and so the opportunity has been taken to unite as much as possible of the community in to a single electoral division. It was also felt that due to the geography of the River Avon, it would not be acceptable to cross the river boundary.

Impact on Parish Council arrangements: Chippenham re-warded



Division 49	No of Councillors: <b>One</b>
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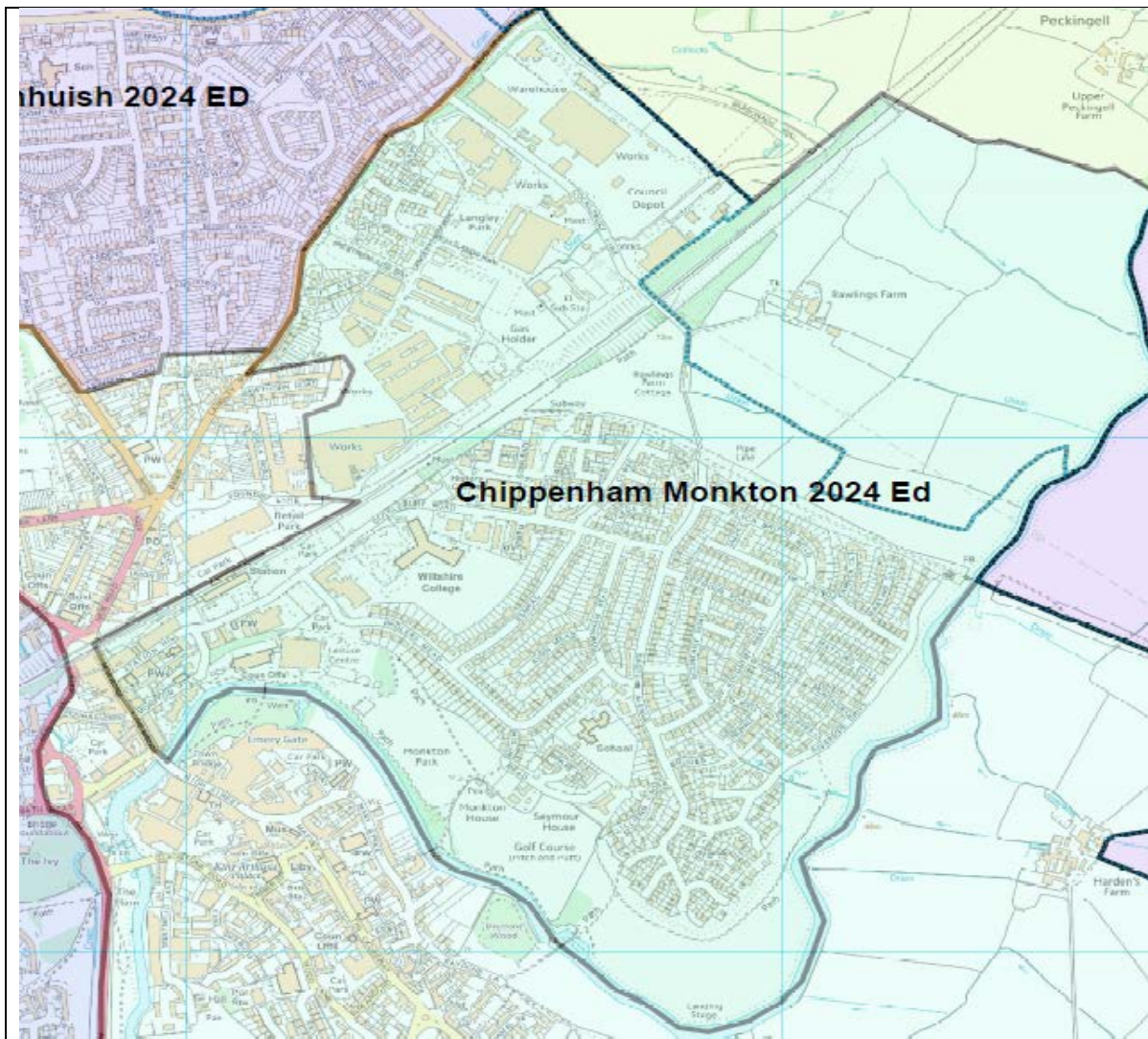
Polling district	Description of area	Parish	Old Division	Electorate 2024
QC1 b	Chippenham (Hardenhuish) Part 1	Chippenham	Hardenhuish	635
QJ1	Chippenham (Hardens and England) Part 1	Chippenham	Chippenham Hardens and England	1,170
QJ2	Chippenham (Hardens and England) Part 2	Chippenham	Chippenham Hardens and England	1,459
QJ3	Chippenham (Hardens and England) Part 3	Chippenham	Chippenham Hardens and England	300
QH1 a	Chippenham (Monkton) Part 1	Chippenham	Monkton	323
QH2 b	Chippenham (Monkton) Part 2	Chippenham	Monkton	154
Forecast Electorate in 2024		4041	Variance	-5%

Evidence and rationale that the proposals meet the three statutory criteria

It is proposed to include the existing division of Hardens and England minus the area to the east of Webbington Road, and the area associated with the town centre one way system to get within acceptable variance of the electoral average. From a community perspective, it was felt that the areas considered to be part of the old town of Chippenham were a natural fit together for a single electoral division. The town centre has been impossible to fit with any other division given the need for electoral equality and community cohesion and is included here as a least bad option.

Impact on Parish Council arrangements: Chippenham re-warded

COUNCIL DRAFT SUBJECT TO CHANGE



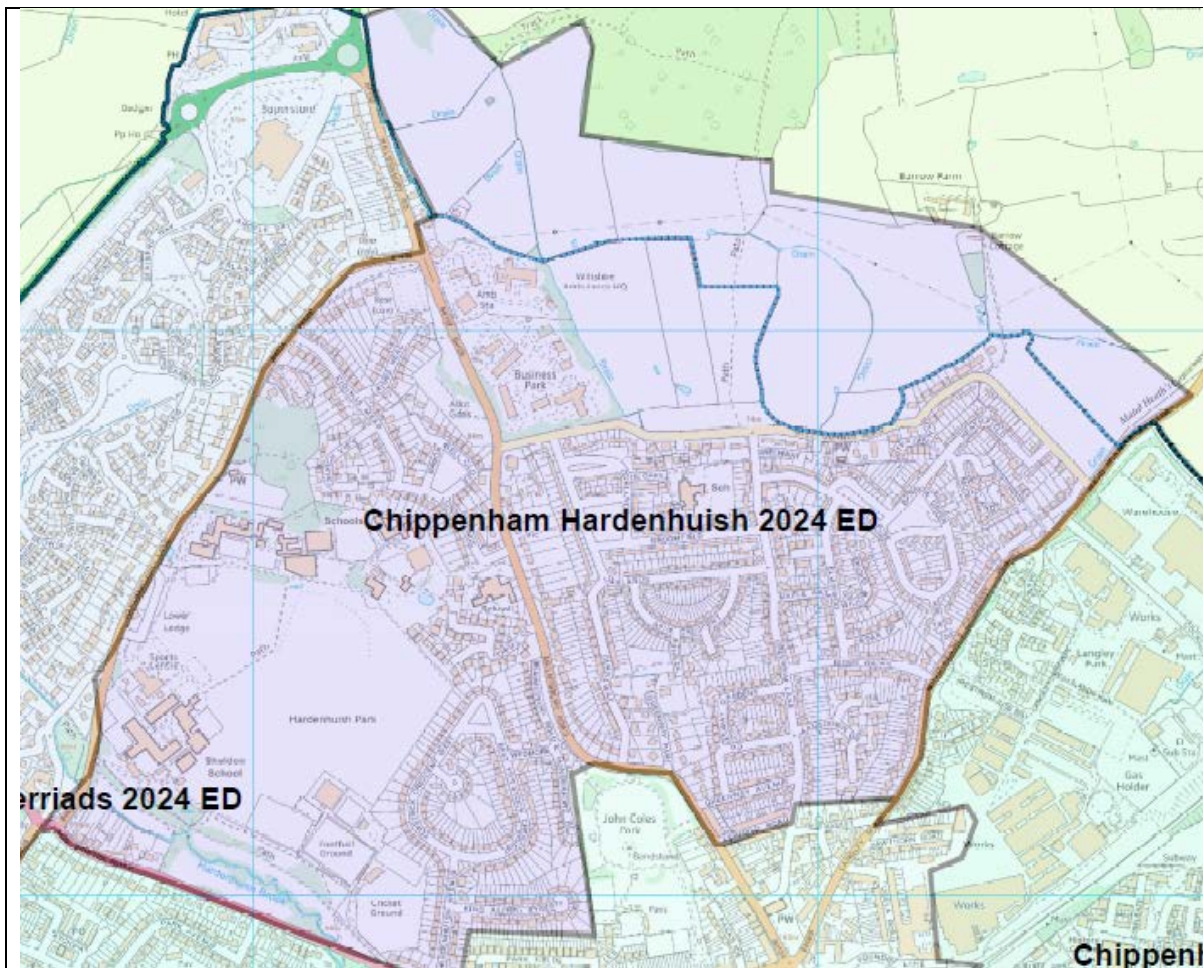
Division 50			No of Councillors: <b>One</b>	
Polling district	Description of area	Parish	Old Division	Electorate 2024
QH1	Chippenham (Monkton) Part 1	Chippenham	Chippenham Monkton	1,059
QH2	Chippenham (Monkton) Part 2	Chippenham	Chippenham Monkton	2,615
OJ1 b	Langley Burrell Without	Langley Burrell Without	Kington	602
Forecast Electorate in 2024		4276	Variance	0%
Evidence and rationale that the proposals meet the three statutory criteria				

It is proposed to include the existing division of Chippenham Monkton minus the Ivy Lane and New Road area, and the new development of Rawlings Green (from the parish of Langley Burrell) to get within acceptable variance of the electoral average. From a community perspective, it was felt that the Rawlings Green development should be part of a Chippenham urban division, as it has direct links to the existing Chippenham Monkton division, and no links to the parish of Langley Burrell. It was also felt that due to the geography of the River Avon, Monkton Park is a well-defined community, and as such it was important to keep it wholly in one electoral division.

Impact on Parish Council arrangements: Chippenham re-warded, Langley warded

COUNCIL DRAFT SUBJECT TO CHANGE





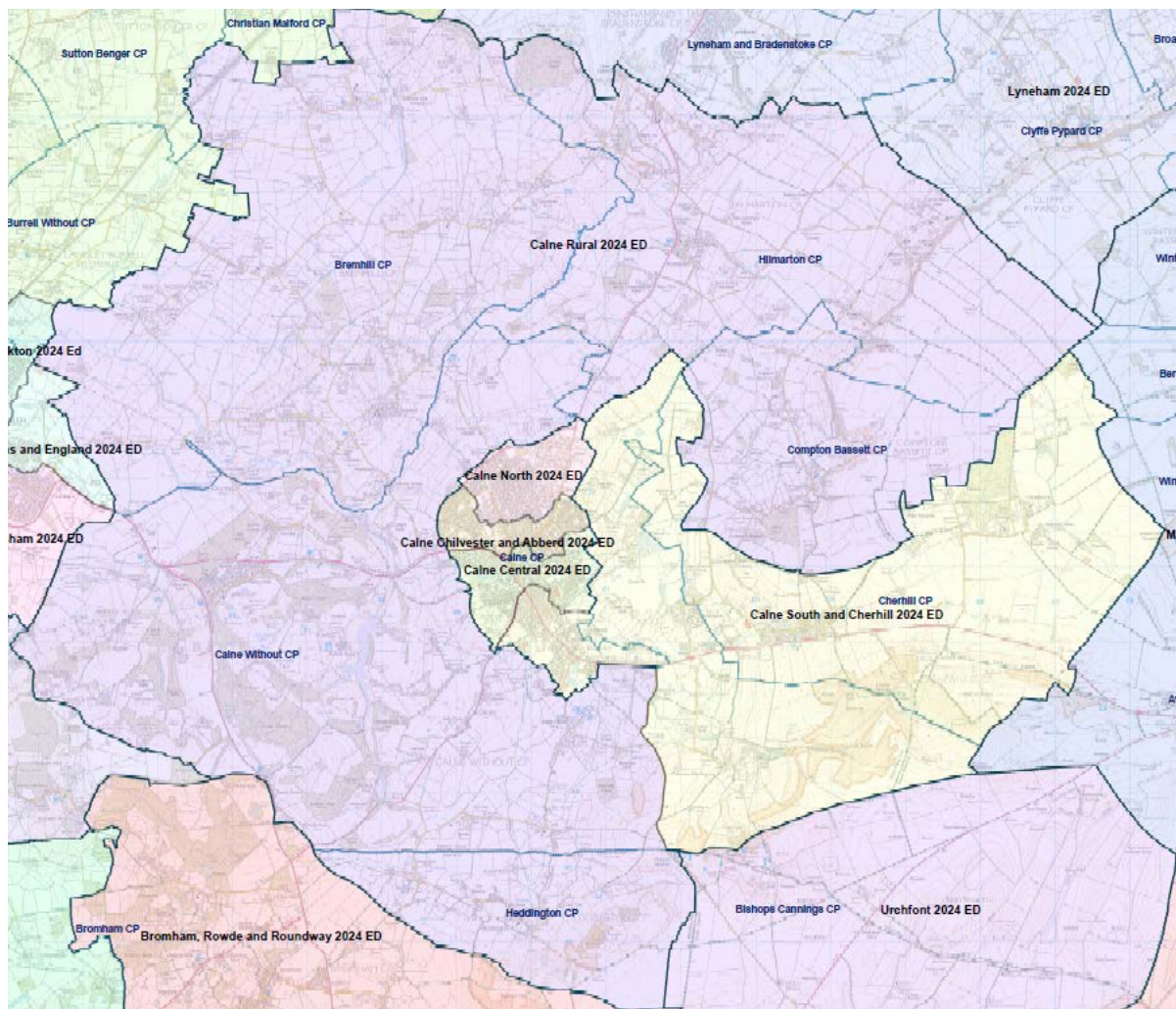
Division 51				No of Councillors: <b>One</b>
Polling district	Description of area	Parish	Old Division	Electorate 2024
QC1	Chippenham (Hardenhuish) Part 1	Chippenham	Chippenham Hardenhuish	1,703
QC2	Chippenham (Hardenhuish) Part 2	Chippenham	Chippenham Hardenhuish	1,662
QH1 b	Chippenham (Monkton) Part 1	Chippenham	Monkton	130
OJ1 a	Langley Burrell Without	Langley Burrell Without	Kington	636
Forecast Electorate in 2024			4131	Variance <b>+3%</b>
Evidence and rationale that the proposals meet the three statutory criteria				

It is proposed to include the existing division of Chippenham Hardenhuish minus the Park Lane, Park Terrace, and Ashfield Road area, and the new development of Birds Marsh (from the parish of Langley Burrell) to get within acceptable variance of the electoral average. From a community perspective, it was felt that the Birds Marsh development should be part of a Chippenham urban division, as it has direct links to the Hill Corner Road area of the existing Chippenham Hardenhuish division, and no links to the parish of Langley Burrell. It was also felt that a number of dwellings in the Langley Road area that form part of the existing Chippenham Monkton division should be included to resolve a confusing divisional boundary.

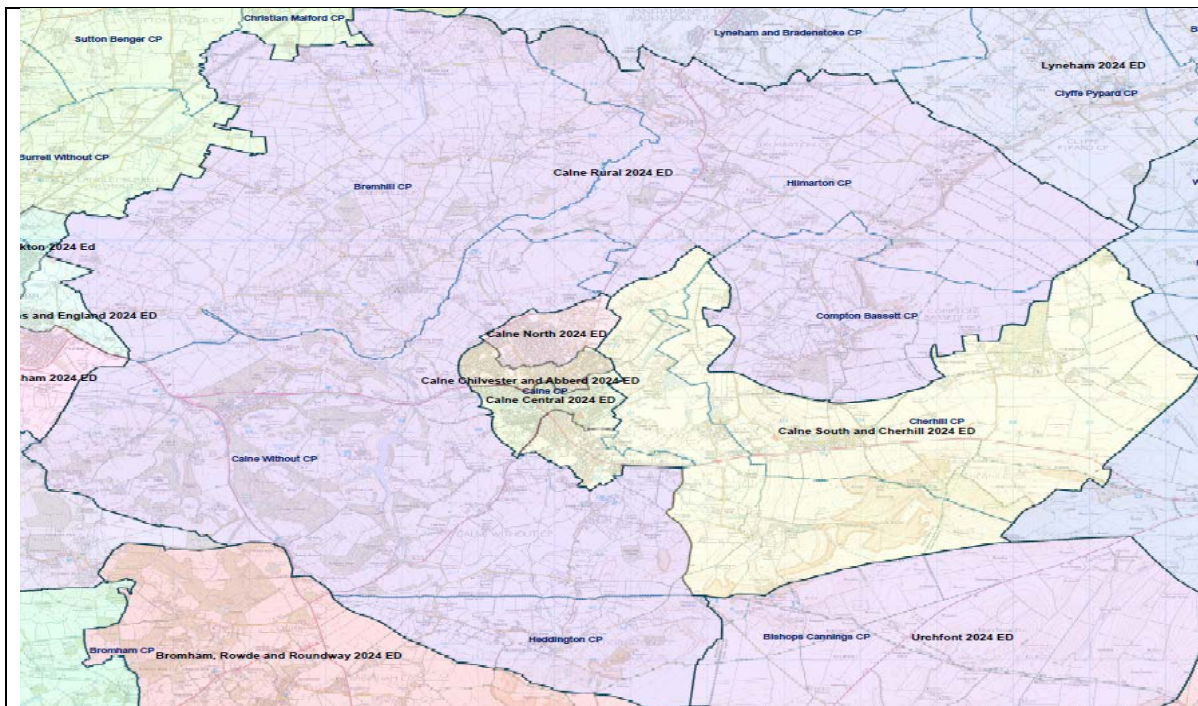
Impact on Parish Council arrangements: Chippenham re-warded, Langley warded

COUNCIL DRAFT SUBJECT TO CHANGE

## Calne Area Board



The Calne Area Board Divisions are all within the electoral equality bounds at the moment and there were not felt to be any reasons to change the Area Board boundary. As a result with the exception of tidying up following our governance review (areas with no electors in all sitting in the same parish) we are not proposing any changes. The area board would have 5 members.



Division 52 No of Councillors:  
**One**

Polling district	Description of area	Parish	Old Division	Electorate 2024
MF1	Bremhill (Bremhill Ward)	Bremhill	Calne Rural	352
MG1	Bremhill (East Tytherton Ward)	Bremhill	Calne Rural	166
MH1	Bremhill (Foxham Ward)	Bremhill	Calne Rural	216
NA1	Bremhill (Tytherton Lucas Ward)	Bremhill	Calne Rural	102
MQ2	Calne Without (East Ward) Part 2	Calne Without	Calne Rural	25
MT1	Calne Without (Middle Ward) Part 1	Calne Without	Calne Rural	92
MT2	Calne Without (Middle Ward) Part 2	Calne Without	Calne Rural	670
MU1	Calne Without (West Ward)	Calne Without	Calne Rural	1090
MV1	Calne Without (Sandy Lane Ward)	Calne Without	Calne Rural	64
NB1	Calne Without (Pewsham Ward)	Calne Without	Calne Rural	226
NM1	Compton Bassett	Compton Bassett	Calne Rural	190
OB1	Heddington	Heddington	Calne Rural	385
OC1	Hilmarton	Hilmarton	Calne Rural	597
Forecast Electorate in 2024		4176	Variance	-3%

Evidence and rationale that the proposals meet the three statutory criteria

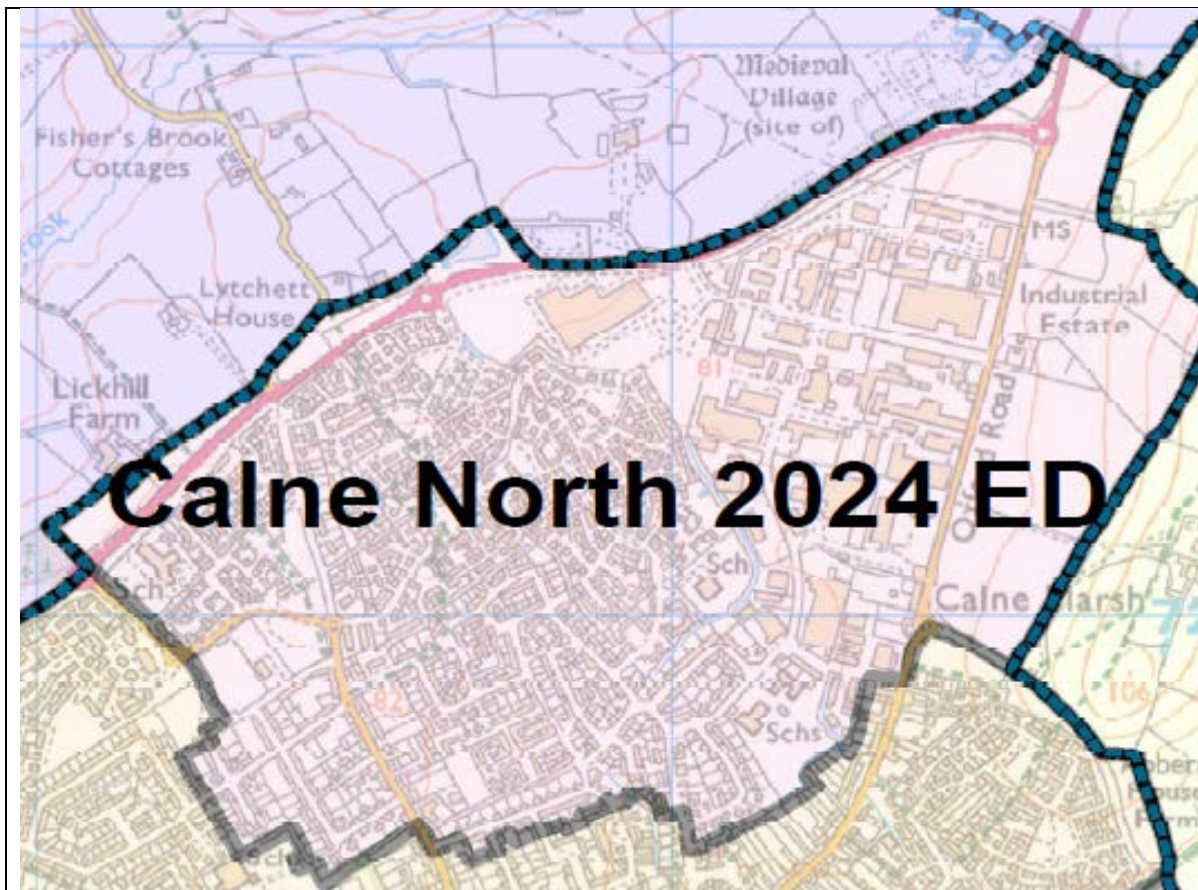
We are proposing moving the 3 small polling districts MO3, MP3 and MP4 from Calne Rural into Calne Central and Calne South and Cherill respectively in line with our governance review. Aside from that there are no changes proposed.

Impact on Parish Council arrangements: None

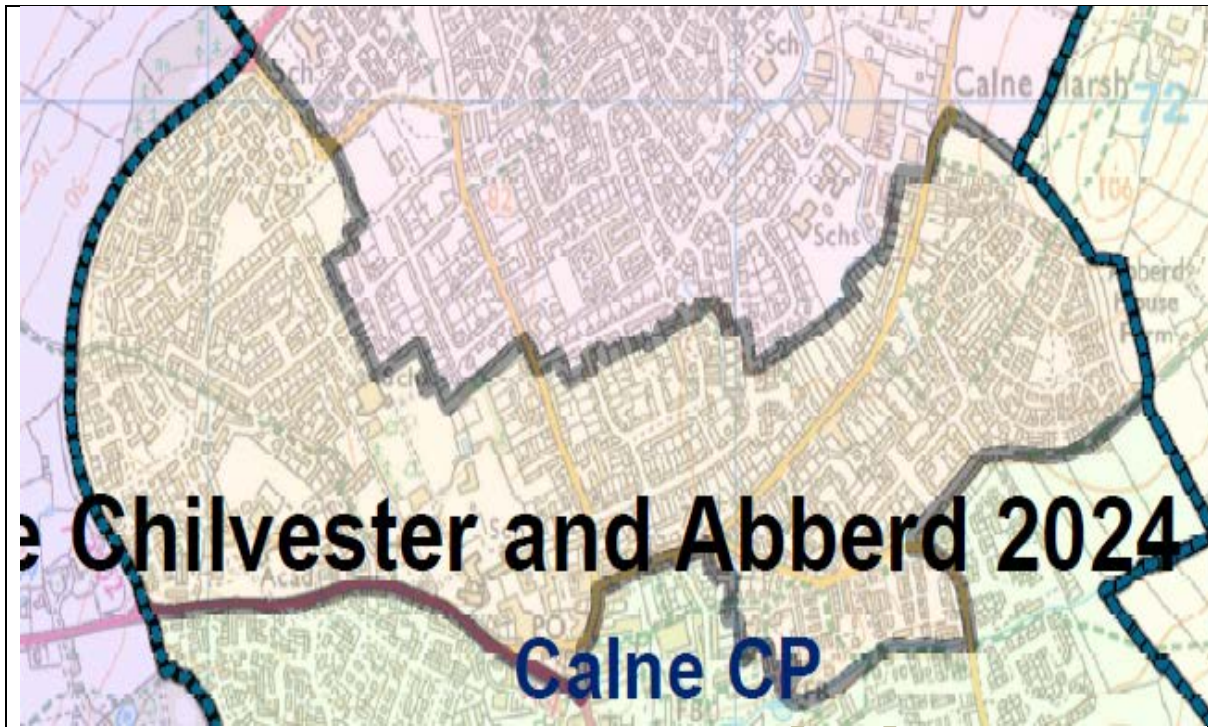
COUNCIL DRAFT SUBJECT TO CHANGE



Division 53			No of Councillors: <b>One</b>	
Polling district	Description of area	Parish	Old Division	Electorate 2024
MO1	Calne (Calne Central Ward) Part 1	Calne	Calne Central	1707
MO2	Calne (Calne Central Ward) Part 2	Calne	Calne Central	2295
MO3	Calne (Calne Central Ward) Part 3	Calne	Calne Rural	0
Forecast Electorate in 2024		4002	Variance	-6%
Evidence and rationale that the proposals meet the three statutory criteria				
We are proposing moving the MO3 polling district (no electors) into this division in line with our community governance review and no other changes.				
Impact on Parish Council arrangements: None				

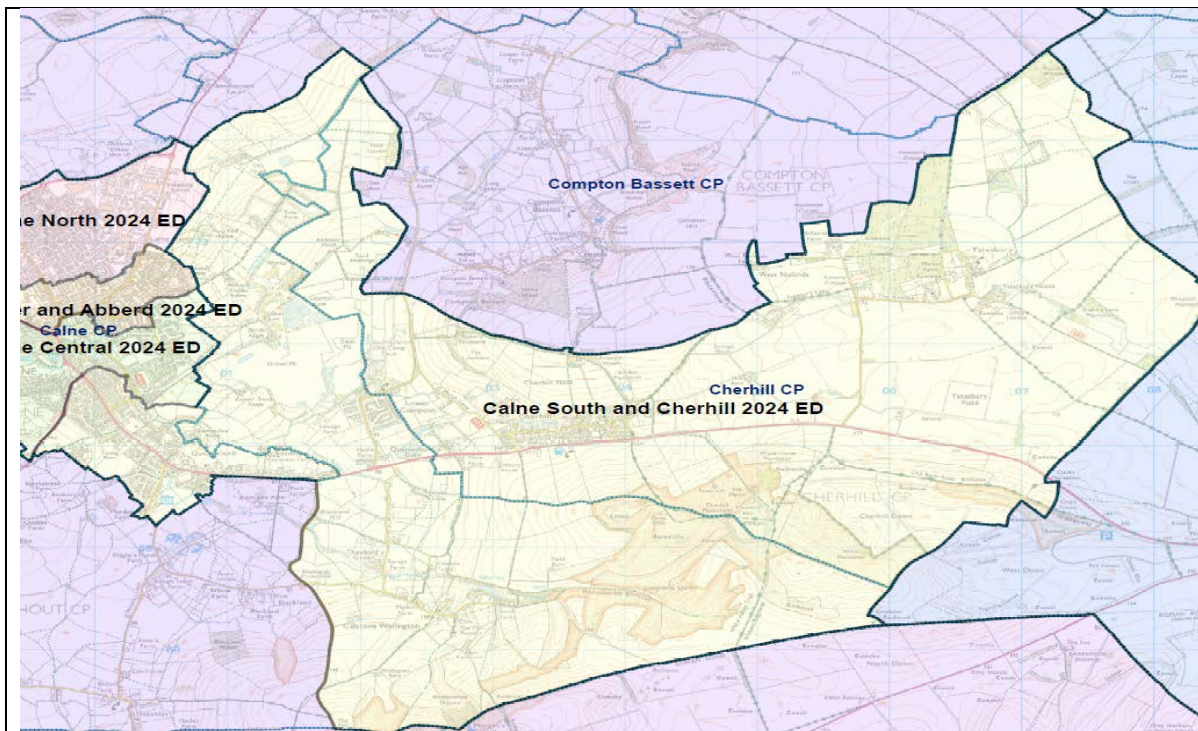


Division 54			No of Councillors: <b>One</b>	
Polling district	Description of area	Parish	Old Division	Electorate 2024
MN1	Calne (Calne North Ward) Part 1	Calne	Calne North	3093
MN2	Calne (Calne North Ward) Part 2	Calne	Calne North	946
Forecast Electorate in 2024		4039	Variance	-5%
Evidence and rationale that the proposals meet the three statutory criteria				
We are proposing no changes.				
Impact on Parish Council arrangements: None				



Division 55			No of Councillors: <b>One</b>	
Polling district	Description of area	Parish	Old Division	Electorate 2024
ML1	Calne (Calne Chilvester and Abberd Ward) Part 1	Calne	Calne Chilvester and Abberd	2470
ML2	Calne (Calne Chilvester and Abberd Ward) Part 2	Calne	Calne Chilvester and Abberd	1618
Forecast Electorate in 2024		4088	Variance	-4%
Evidence and rationale that the proposals meet the three statutory criteria				
We are proposing no changes.				
Impact on Parish Council arrangements: None				





Division 56

No of Councillors:

**One**

Polling district	Description of area	Parish	Old Division	Electorate 2024
ML3	Calne (Calne Chilvester and Abberd Ward) Part 3	Calne	Calne South and Cherhill	21
MP1	Calne (Calne South Ward) Part 1	Calne	Calne South and Cherhill	995
MP2	Calne (Calne South Ward) Part 2	Calne	Calne South and Cherhill	1974
MQ1	Calne Without (East Ward) Part 1	Calne Without	Calne South and Cherhill	619
MY1	Cherhill (Cherhill Ward)	Cherhill	Calne South and Cherhill	513
MP3	Calne (Calne South Ward) Part 3	Calne	Calne Rural	10
MP4	Calne (Calne South Ward) Part 4	Calne	Calne Rural	0
MZ1	Cherhill (Yatesbury Ward)	Cherhill	Calne South and Cherhill	208

Forecast Electorate in 2024

4340

Variance

**+2%**

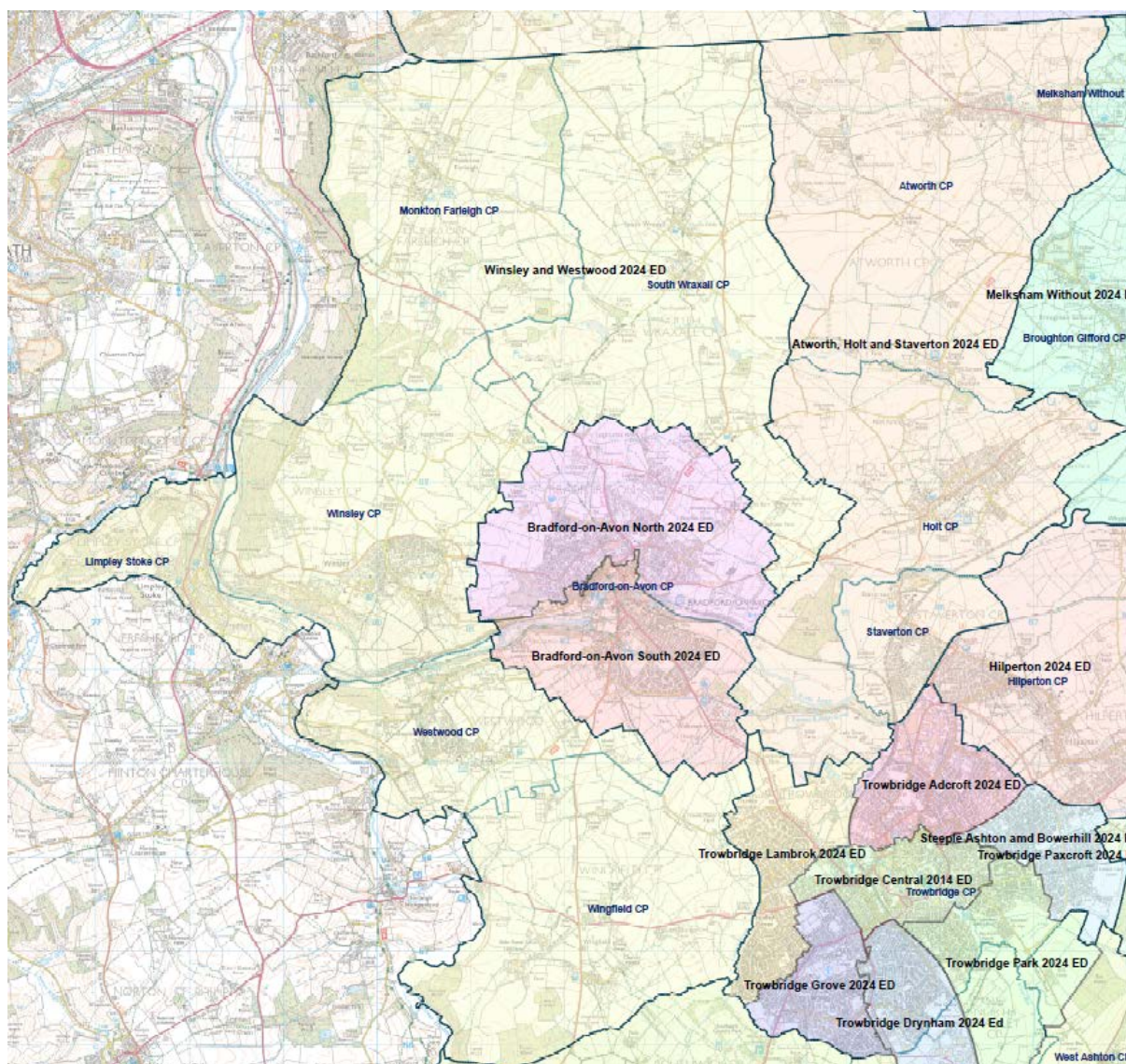
Evidence and rationale that the proposals meet the three statutory criteria

We are proposing moving the polling districts MP3 and MP4 into Calne South and Cherhill from Calne rural in line with our community governance review. There are a total of 10 electors in these two polling districts. Aside from that we are proposing no changes.

Impact on Parish Council arrangements: None

COUNCIL DRAFT SUBJECT TO CHANGE

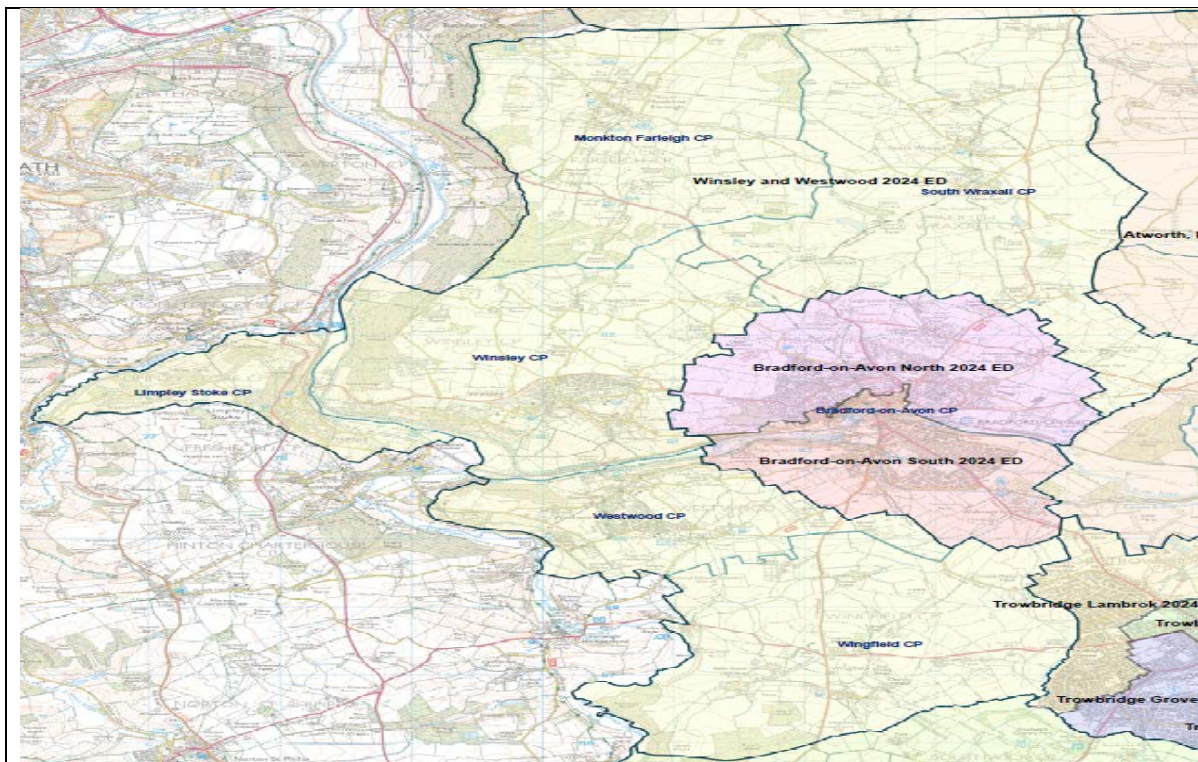
## Bradford on Avon Area Board



Bradford on Avon sits to the West of Trowbridge and in some ways could be said to look towards Bath rather than the rest of Wiltshire. The Town is very concerned about the possibility of losing its identity as Trowbridge grows and does not feel it has any community links to the Trowbridge area at the moment. The existing westernmost division, Winsley and Westwood, is too small to meet electoral equality requirements and the location of Limpley Stoke which juts out towards Bath on the west bank of the Avon complicates the electoral arithmetic. We are proposing adding the Parish of Atworth from the Melksham Area Board area into the Bradford on Avon area board area. Atworth sits between Bradford on Avon, Melksham and Corsham. It is not felt that it fits into the Corsham Area Board area but it is considered that it could sit in either the Melksham or Bradford on Avon area. We are proposing moving it in the interest of electoral equality. The other solution would be moving Holt, a parish which definitely looks to and fits with Bradford on Avon into a different area board which would not make sense. There were suggestions that Staverton could fit with the Trowbridge Area Board but on balance the links between Holt and Staverton are strong and the river Avon is a clear landmark that separates

the communities so we felt it should remain with Bradford on Avon. The proposals would leave Bradford on Avon Area Board with 4 members, something which we see as critical as there is no easy neighbour they could have a substitute arrangement with. We are proposing moving 64 electors into a Trowbridge division following our community governance review (they are now in the Parish of Trowbridge).

COUNCIL DRAFT SUBJECT TO CHANGE



Division 57 No of Councillors: **One**

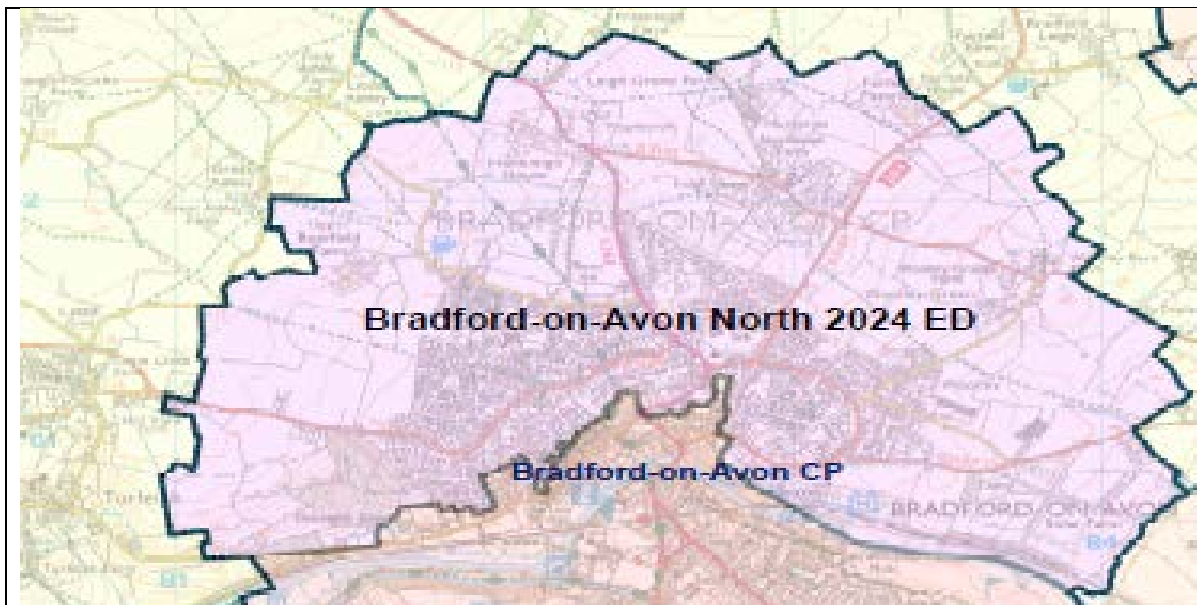
Polling district	Description of area	Parish	Old Division	Electorate 2024
GB1	Monkton Farleigh	Monkton Farleigh	Holt and Staverton	365
GI1	South Wraxall	South Wraxall	Holt and Staverton	395
FK1	Limpley Stoke	Limpley Stoke	Winsley and Westwood	463
IP1	Westwood	Westwood	Winsley and Westwood	972
IQ1	Wingfield	Wingfield	Winsley and Westwood	294
IR1	Winsley	Winsley	Winsley and Westwood	1623

Forecast Electorate in 2024	4112	Variance	-4%
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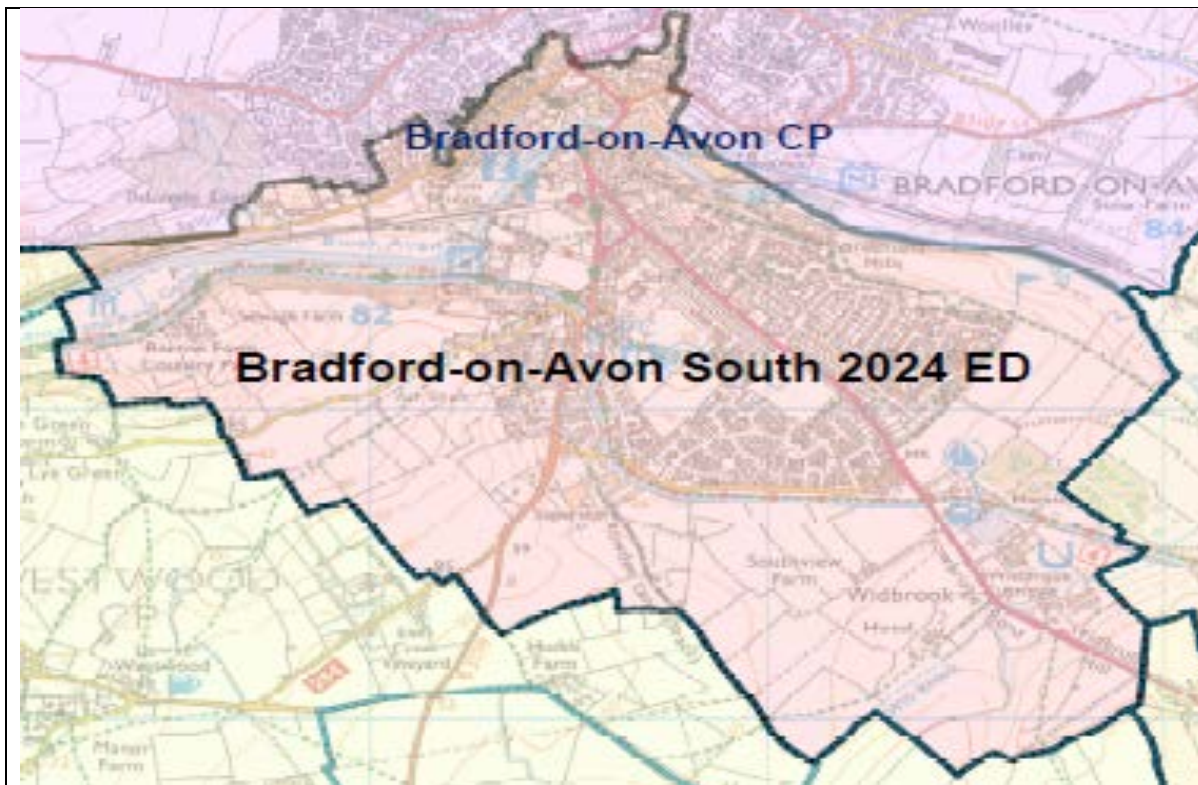
Evidence and rationale that the proposals meet the three statutory criteria

We are proposing moving the Parishes of Monkton Farleigh and South Wraxall into the Winsley and Westwood Division from Holt and Staverton Division to achieve electoral equality. There are no other parishes which could geographically be moved in which would allow for electoral equality. The villages are all relatively similar and fit well in a division.

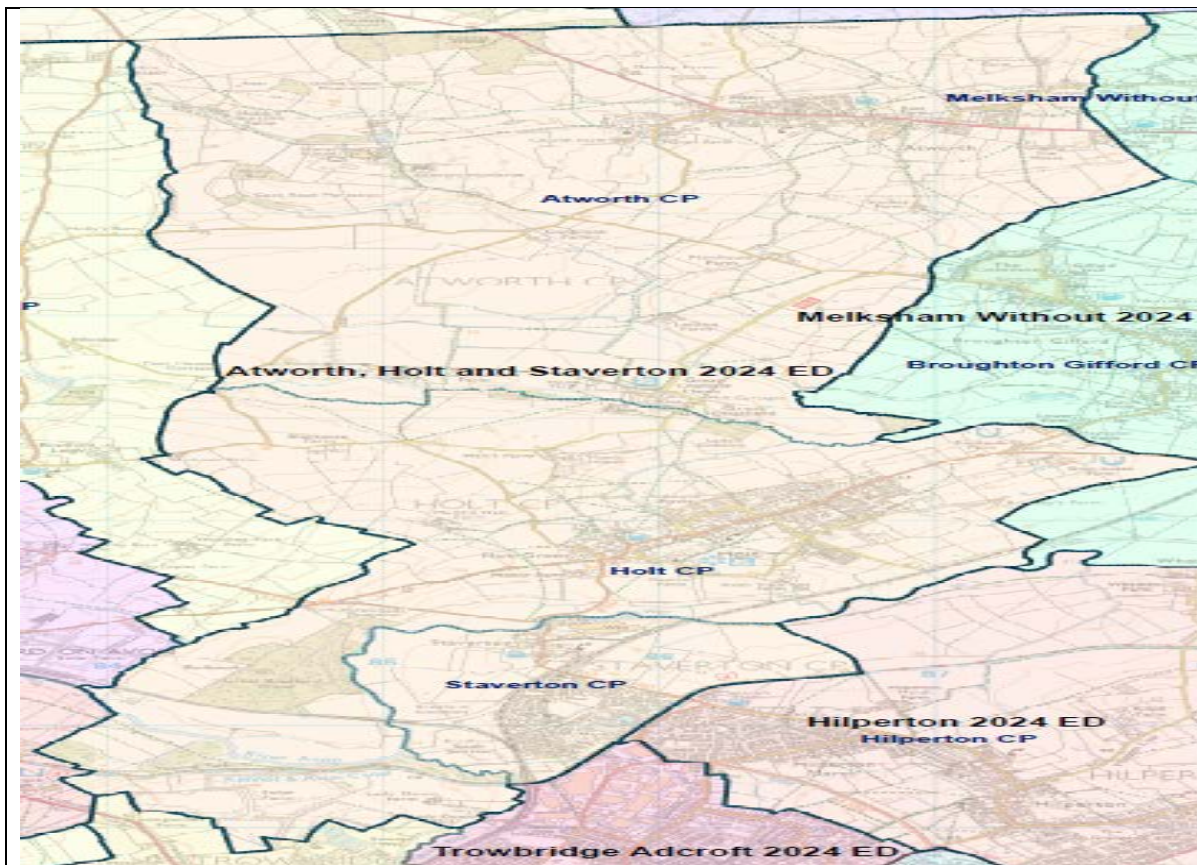
Impact on Parish Council arrangements: None



Division 58			No of Councillors: <b>One</b>	
Polling district	Description of area	Parish	Old Division	Electorate 2024
EH1	Bradford on Avon (North Ward) Part 1	Bradford on Avon	Bradford-on-Avon North	1147
EH2	Bradford on Avon (North Ward) Part 2	Bradford on Avon	Bradford-on-Avon North	784
EH3	Bradford on Avon (North Ward) Part 3	Bradford on Avon	Bradford-on-Avon North	995
EH4	Bradford on Avon (North Ward) Part 4	Bradford on Avon	Bradford-on-Avon North	500
EH5	Bradford on Avon (North Ward) Part 5	Bradford on Avon	Bradford-on-Avon North	973
Forecast Electorate in 2024		4399	Variance	+3%
Evidence and rationale that the proposals meet the three statutory criteria				
No changes are proposed to this division				
Impact on Parish Council arrangements: None				



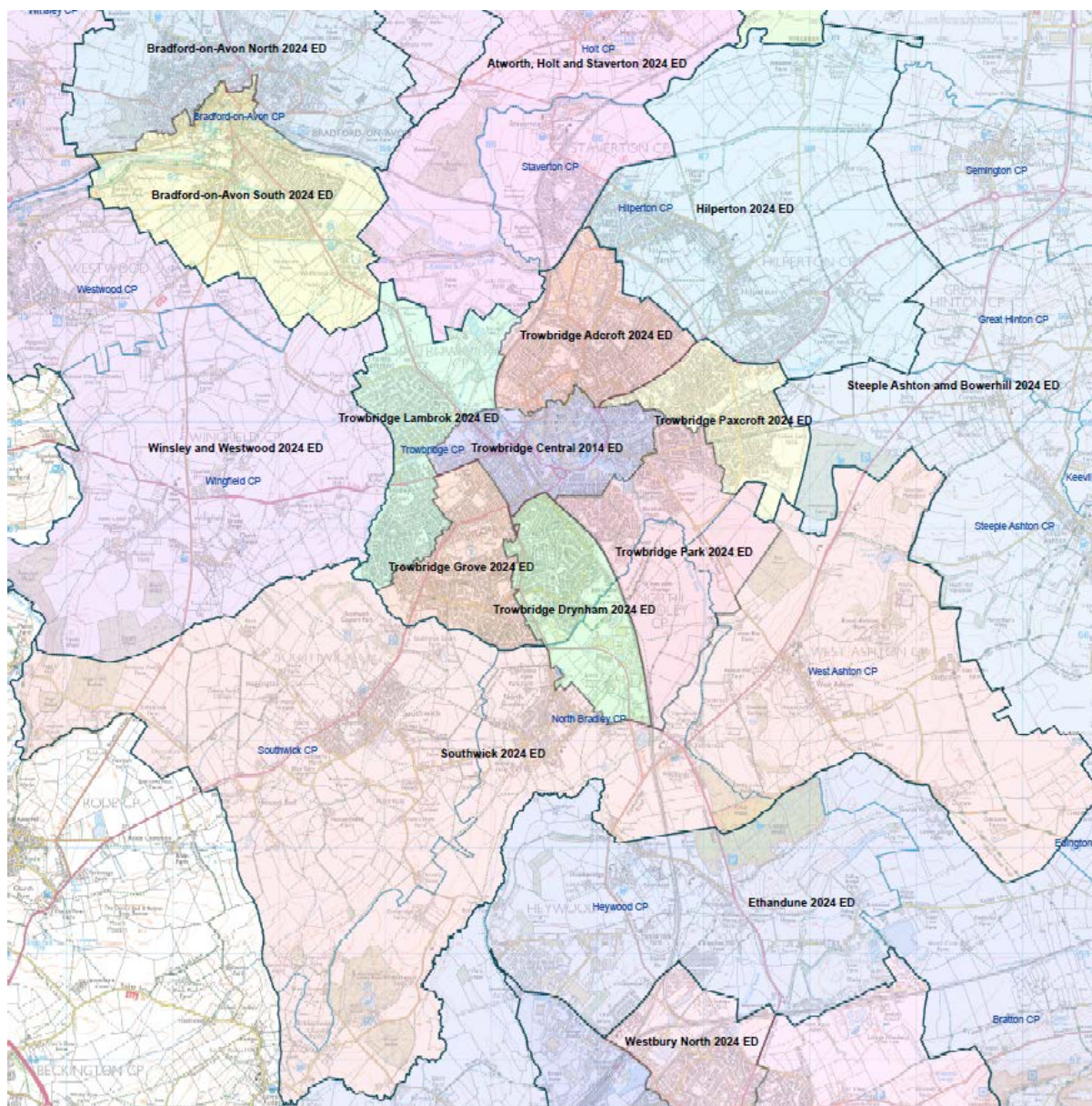
Division 59			No of Councillors: <b>One</b>	
Polling district	Description of area	Parish	Old Division	Electorate 2024
EJ1	Bradford on Avon (South Ward) Part 1	Bradford on Avon	Bradford-on-Avon South	973
EJ2	Bradford on Avon (South Ward) Part 2	Bradford on Avon	Bradford-on-Avon South	1216
EJ3	Bradford on Avon (South Ward) Part 3	Bradford on Avon	Bradford-on-Avon South	705
EJ4	Bradford on Avon (South Ward) Part 4	Bradford on Avon	Bradford-on-Avon South	1365
Forecast Electorate in 2024		4259	Variance	0%
Evidence and rationale that the proposals meet the three statutory criteria				
No changes are proposed to this division				
Impact on Parish Council arrangements: None				



Division 60			No of Councillors: <b>One</b>	
Polling district	Description of area	Parish	Old Division	Electorate 2024
EC1	Atworth	Atworth	Melksham Without North	981
FF1	Holt	Holt	Holt and Staverton	1575
GJ1	Staverton	Staverton	Holt and Staverton	1424
Forecast Electorate in 2024		3980	Variance	-7%
Evidence and rationale that the proposals meet the three statutory criteria				
We are proposing adding the Parish of Atworth into this division to achieve electoral equality and keep the Bradford on Avon Area Board at 4 members (which we see as critical). The villages are relatively similar and Atworth is seen as looking to both Bradford on Avon and Melksham so could sit in either area board.				
Impact on Parish Council arrangements: None				



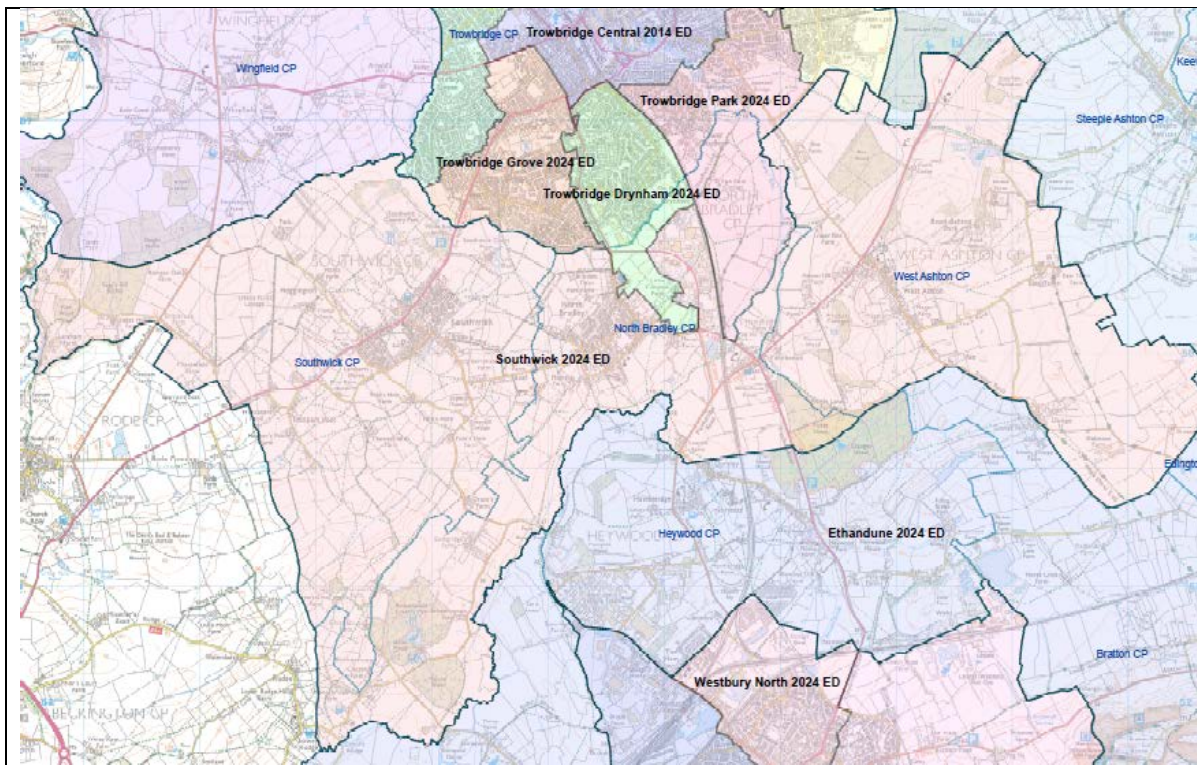
## Trowbridge Area Board



We are not proposing any changes to the boundaries of the Trowbridge Area Board. There were suggestions that Staverton should be moved into the Area Board area but on balance it was felt that the links between Holt and Staverton were strong and the River Avon was a clear boundary that should be respected. There were also suggestions that we should move the Parishes of Steeple Ashton, Keevil and Great Hinton into the Trowbridge Area Board area. This was strongly opposed by those Parishes and we feel there is no community link which would suggest it was a good idea. Those Parishes should remain in the Melksham Area Board area. We are proposing bringing the urban development on the edge of Trowbridge into Trowbridge divisions however there are two developments where there are not forecast to be sufficient electors to make functioning wards in the Parishes of Hilperton and Southwick respectively by 2021 (our next election) so we are proposing leaving those developments in Divisions with their current parishes. Given the growth of Trowbridge we are proposing some significant alteration to the existing Trowbridge Town Division boundaries to assist with community cohesion and

electoral equality. Trowbridge Area Board will have 9 members under these proposals

COUNCIL DRAFT SUBJECT TO CHANGE



Division 61	No of Councillors: <b>One</b>
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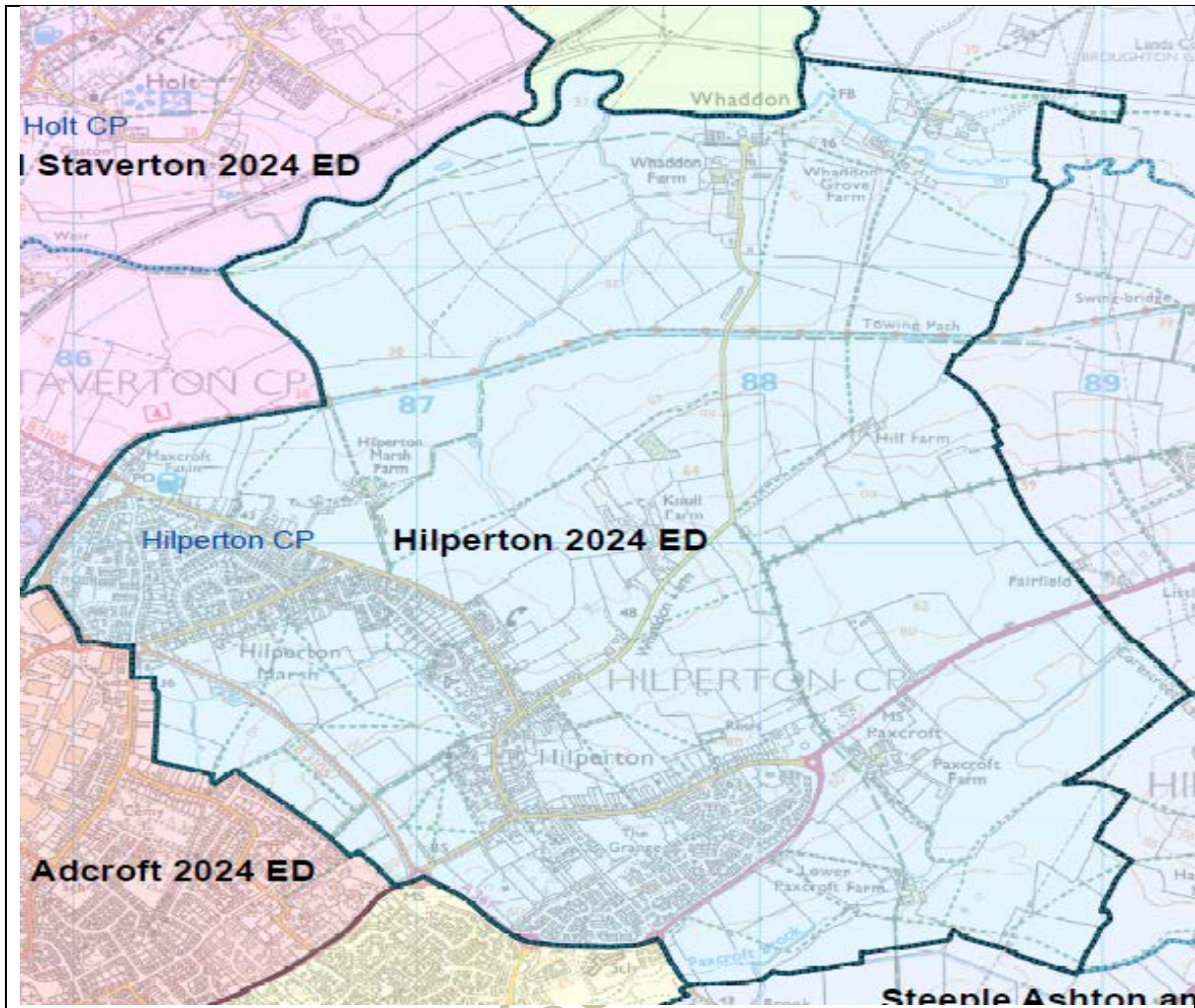
Polling district	Description of area	Parish	Old Division	Electorate 2024
GC1	North Bradley	North Bradley	Southwick	1798
GH1	Southwick	Southwick	Southwick	1983
IH1	West Ashton	West Ashton	Southwick	389

Forecast Electorate in 2024	4170	Variance	<b>-2%</b>
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Evidence and rationale that the proposals meet the three statutory criteria

We are proposing moving the development in North Bradley into a Trowbridge division. We are proposing leaving the rest of the current division, the existing villages of North Bradley, Southwick and West Ashton along with the new development on the edge of Trowbridge in Southwick (which can't be moved into a Trowbridge division because of a lack of electors in 2021) in a Division. This would retain the rural character of the division and ensure all three parishes can continue to be included in the same division.

Impact on Parish Council arrangements: North Bradley to be warded



Division 62	No of Councillors: <b>One</b>
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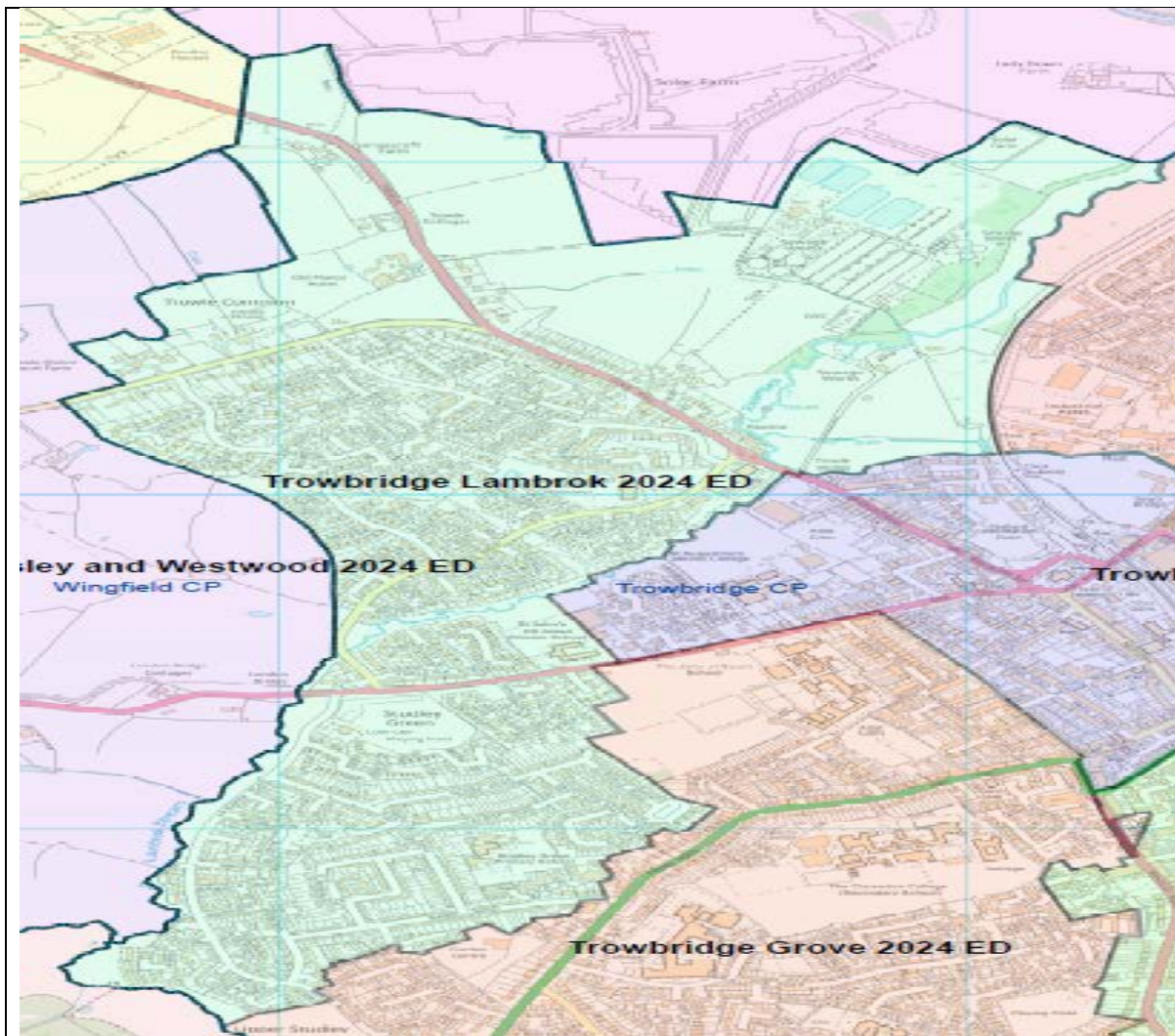
Polling district	Description of area	Parish	Old Division	Electorate 2024
FC1	Hilperton Part 1	Hilperton	Hilperton	1515
FC2	Hilperton Part 2	Hilperton	Hilperton	1576
FC3	Hilperton Part 3	Hilperton	Hilperton	850

Forecast Electorate in 2024	3940	Variance	<b>-8%</b>
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Evidence and rationale that the proposals meet the three statutory criteria

We are proposing leaving the Parish of Hilperton as a Division. Following our community governance review part of the old Parish of Hilperton has now moved into Trowbridge Town Parish and we are proposing moving that into a Trowbridge town division.

Impact on Parish Council arrangements: None



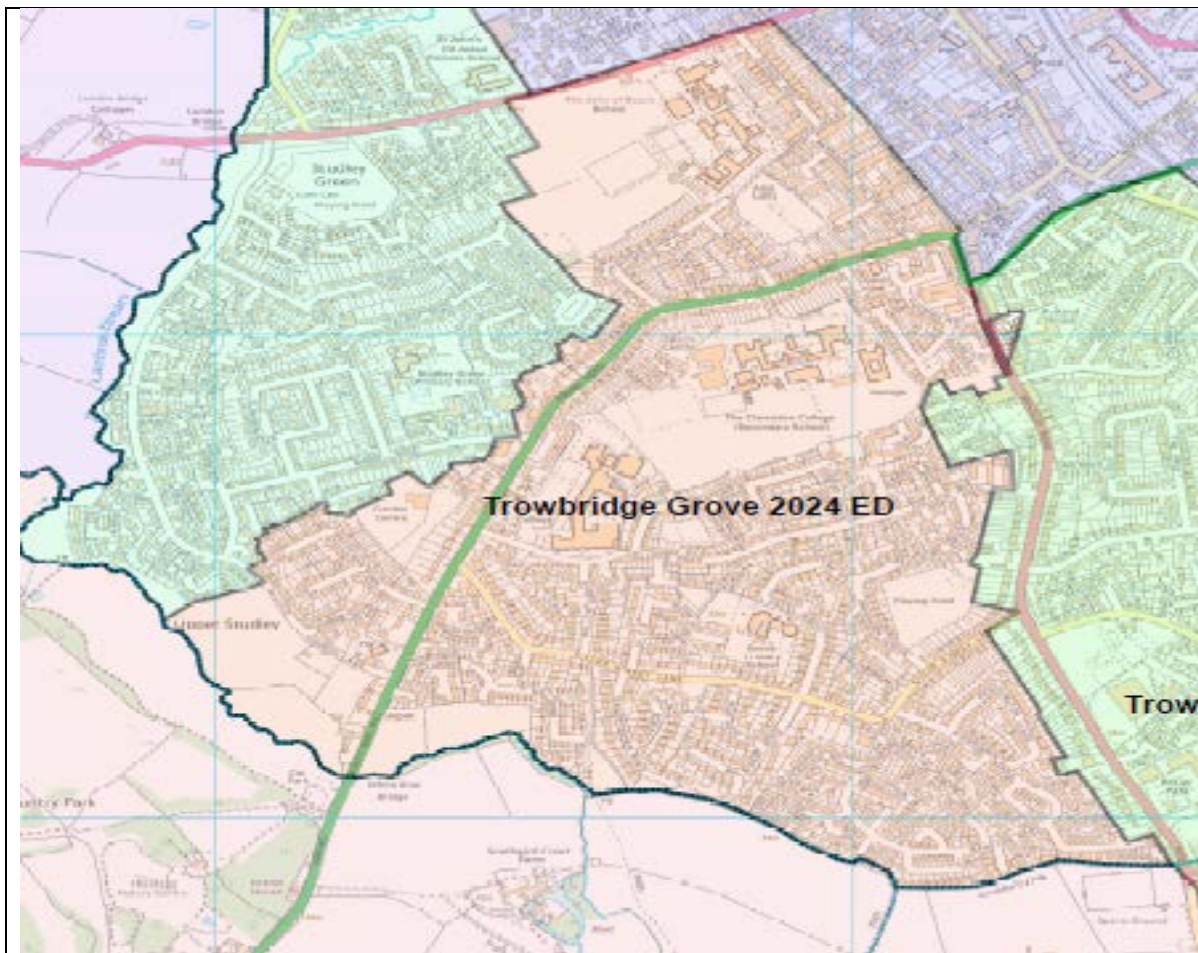
Division 63

No of Councillors:  
**One**

Polling district	Description of area	Parish	Old Division	Electorate 2024
HC3 a	Trowbridge (Trowbridge Central Ward) Part 3	Trowbridge	Central	200
HC3 b	Trowbridge (Trowbridge Central Ward) Part 3	Trowbridge	Central	170
HL1	Trowbridge (Trowbridge Lambrok Ward) Part 1	Trowbridge	Trowbridge Lambrok	1945
HL2	Trowbridge (Trowbridge Lambrok Ward) Part 2	Trowbridge	Trowbridge Lambrok	1862
HL3	Trowbridge (Trowbridge	Trowbridge	Winsley and Westwood	64

Lambrok Ward) Part 3			
Forecast Electorate in 2024	4242	Variance	0%
Evidence and rationale that the proposals meet the three statutory criteria			
<p>We are proposing adding 370 electors into Trowbridge Lambrok from Trowbridge central from the area around the primary school off Brook Road and the area to the West of John of Gaunt School. We also are proposing moving 64 electors from the old Winsley and Westwood Division into Trowbridge Lambrok following our community governance review (they are now in Trowbridge Town Parish). Lambrok contains the Studley Green area in the south of the division. This is the most deprived area in Wiltshire Council and it is felt to be extremely important that this is represented in a single division to support the ongoing work being done there to address the issues residents face.</p>			
Impact on Parish Council arrangements: Trowbridge re-warded			

COUNCIL DRAFT SUBJECT TO CHANGE



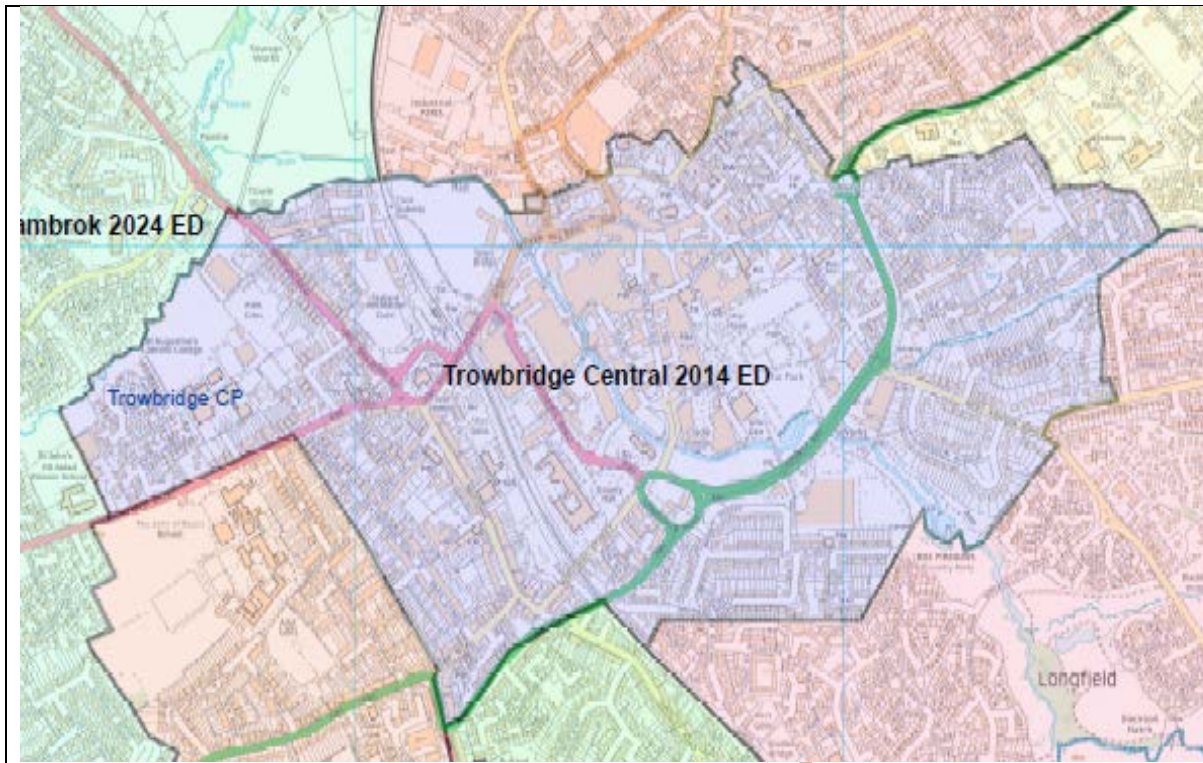
Division 64				No of Councillors: <b>One</b>
Polling district	Description of area	Parish	Old Division	Electorate 2024
HC2 b	Trowbridge (Trowbridge Central Ward) Part 2	Trowbridge	Central	645
HD3 a	Trowbridge (Trowbridge Drynham Ward) Part 3	Trowbridge	Drynham	2
HG1	Trowbridge (Trowbridge Grove Ward) Part 1	Trowbridge	Trowbridge Grove	2096
HG2	Trowbridge (Trowbridge Grove Ward) Part 2	Trowbridge	Trowbridge Grove	1460
Forecast Electorate in 2024		4204	Variance	-2%
Evidence and rationale that the proposals meet the three statutory criteria				

We are proposing to move a total of 645 electors from Trowbridge Central to Trowbridge Grove Division to achieve electoral equality. The area we propose moving is the Waterworks Road and Yeoman Way from the current polling district HC2. We are also proposing to move a single property with 2 electors near Heddington Close from polling district HD3 which it is felt were put in the wrong division when Wiltshire Council was created. Trowbridge Grove is constrained by the Studley Green area to the West which we do not feel should be split between two divisions and Trowbridge Drynham to the East which in turn cannot move further East due to the impermeable nature of the railway line in the South of Trowbridge and the need to accommodate the new development to the South of the town which can only fit into Drynham Division. The only area to add electors to achieve electoral equality is from the Central Division.

Impact on Parish Council arrangements: Trowbridge re-warded

COUNCIL DRAFT SUBJECT TO CHANGE





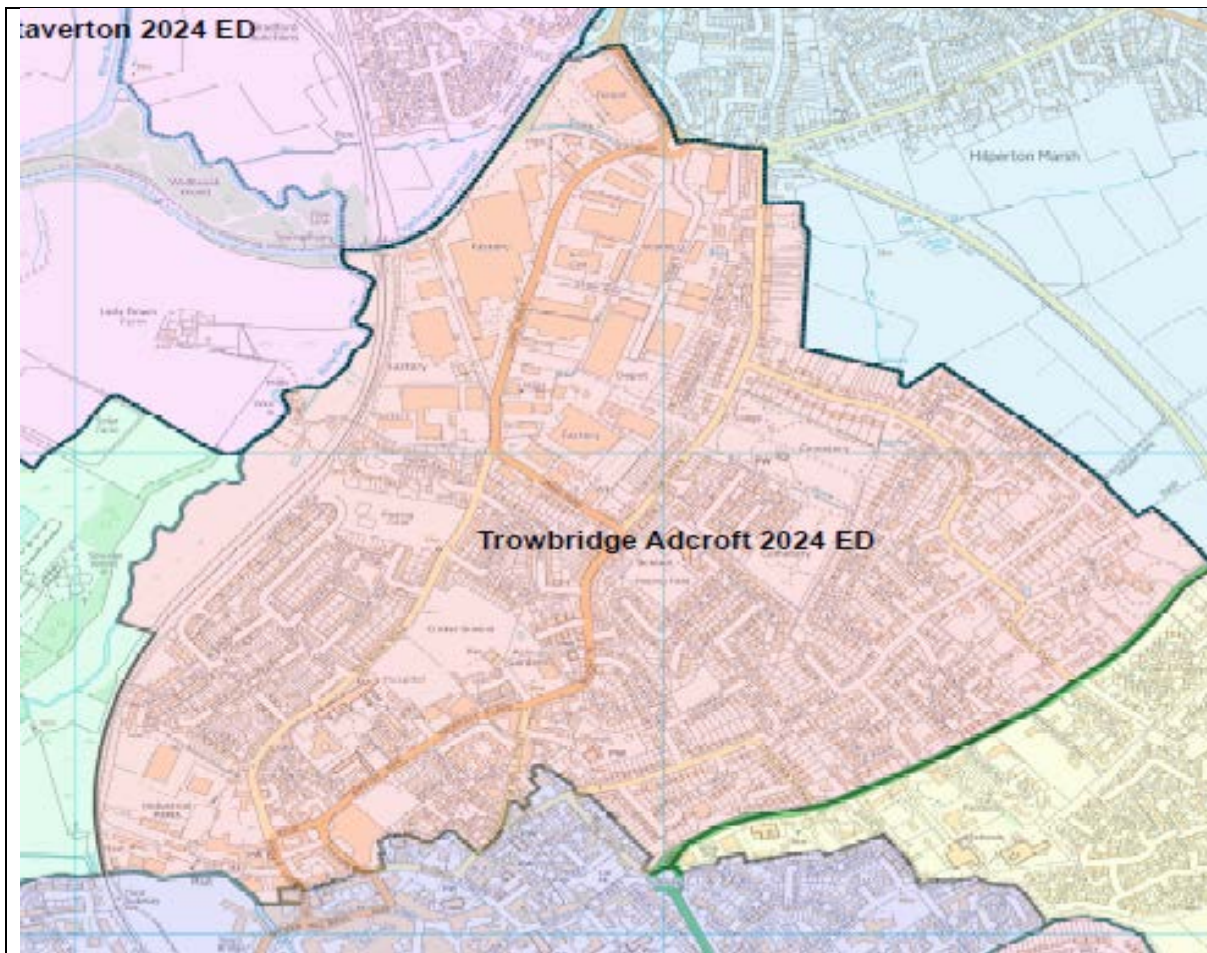
Division 65				No of Councillors: <b>One</b>
Polling district	Description of area	Parish	Old Division	Electorate 2024
HC1	Trowbridge (Trowbridge Central Ward) Part 1	Trowbridge	Trowbridge Central	894
HC2	Trowbridge (Trowbridge Central Ward) Part 2	Trowbridge	Trowbridge Central	711
HC3	Trowbridge (Trowbridge Central Ward) Part 3	Trowbridge	Trowbridge Central	967
HM1 a	Trowbridge (Trowbridge Park Ward) Part 1	Trowbridge	Park	1378
HM2 a	Trowbridge (Trowbridge Park Ward) Part 2	Trowbridge	Park	475
HC3 c	Trowbridge (Trowbridge Central Ward) Part 3	Trowbridge	Central	120
Forecast Electorate in 2024		4545	Variance	<b>+7%</b>
Evidence and rationale that the proposals meet the three statutory criteria				

We are proposing adding 1378 electors from the HM1 polling district of Trowbridge Park (all but the Jasmin Way area) and 475 electors from the HM2 polling district of Trowbridge Park into Trowbridge Central (the Longfield Road Area).

Trowbridge Park has got to add the electors from the new development to the South East of the railway line into that Division (there is no other division we could add them into and the community links when the new development is built will be good). As a result we have got to move electors from Trowbridge Park and the most sensible way to do that was felt to be to move them into Trowbridge Central.

We are proposing moving 645 electors from Trowbridge Central to Trowbridge Grove Division from the Waterworks Road and Yeoman Way area. There was a proposal to move 120 electors from Trowbridge Central to Trowbridge Park from the area between Avenue Road and John of Gaunt School to achieve electoral equality but because of a residents association in this area it was rejected. We are also proposing moving 370 electors from Trowbridge Central into Trowbridge Lambok to achieve electoral equality. Finally we propose moving 250 electors from Trowbridge Central to Trowbridge Drynham from south of the A361. The Division of Trowbridge Central is being defined by the pressures from the edges of Trowbridge and under these proposals will contain a number of smaller community areas inside it. It creates an effective division in terms of community governance.

Impact on Parish Council arrangements: Trowbridge re-warded



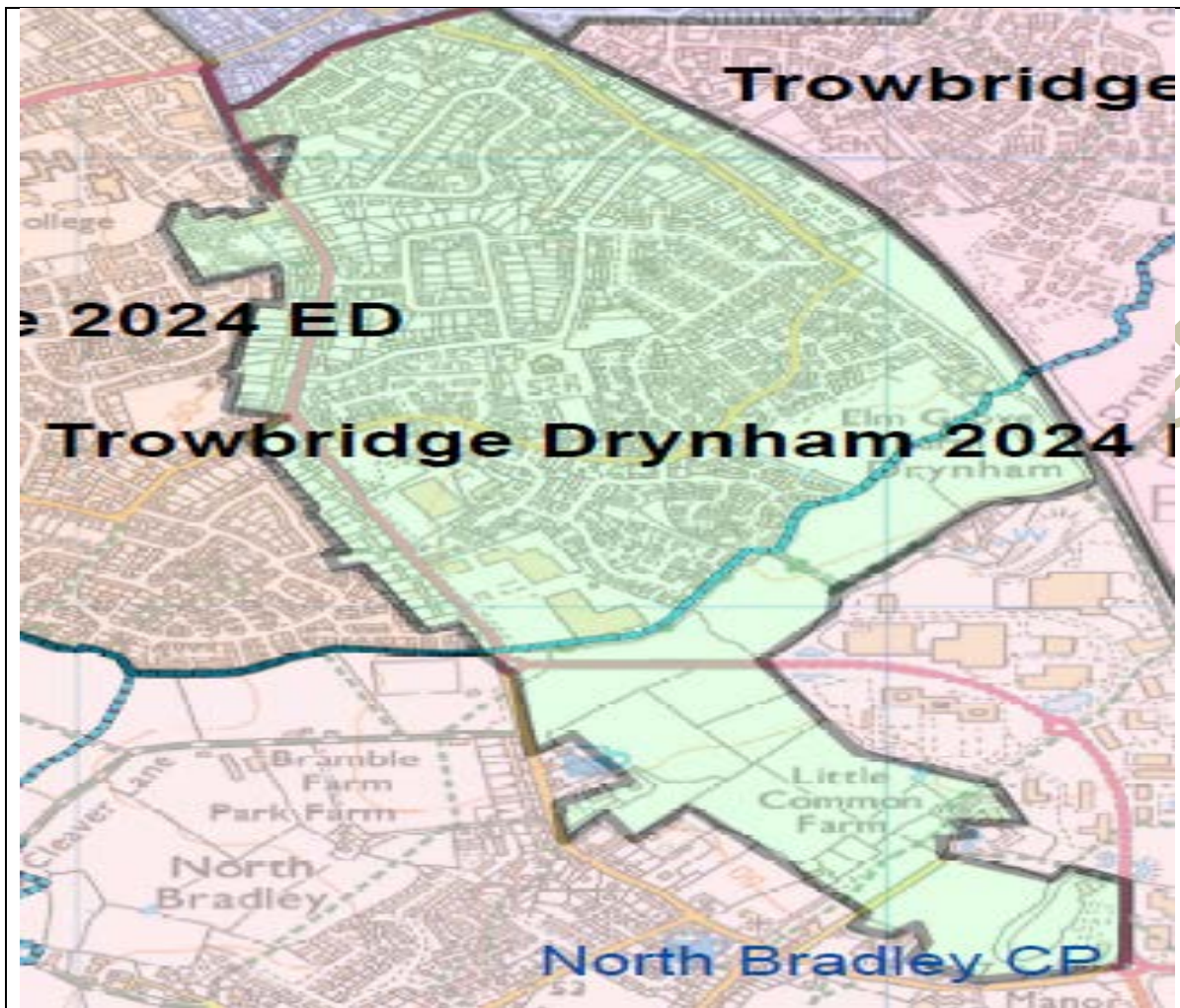
Division 66

No of Councillors:  
**One**

Polling district	Description of area	Parish	Old Division	Electorate 2024
HA1	Trowbridge (Trowbridge Adcroft Ward) Part 1	Trowbridge	Trowbridge Adcroft	1315
HA2	Trowbridge (Trowbridge Adcroft Ward) Part 2	Trowbridge	Trowbridge Adcroft	949
HA3	Trowbridge (Trowbridge Adcroft Ward) Part 3	Trowbridge	Trowbridge Adcroft	917
HA4	Trowbridge (Trowbridge Adcroft Ward) Part 4	Trowbridge	Trowbridge Adcroft	588
HP1 b	Trowbridge (Trowbridge Paxcroft Ward) Part 1	Trowbridge	Paxcroft	5

HP1 a	Trowbridge (Trowbridge Paxcroft Ward) Part 1	Trowbridge Paxcroft	522
Forecast Electorate in 2024		4296	Variance +1%
Evidence and rationale that the proposals meet the three statutory criteria			
We are proposing moving 527 electors from Trowbridge Paxcroft to Trowbridge Adcroft to achieve electoral equality. This comprises the Victoria Road development from polling district HP1 and a couple of houses north of the firestation which it is felt do not fit in the current HP1 polling district but are better located with Adcroft.			
Impact on Parish Council arrangements: Trowbridge re-warded			

COUNCIL DRAFT SUBJECT TO CHANGE



Division 67	No of Councillors: <b>One</b>
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List the parishes here: Trowbridge, North Bradley

Forecast Electorate in 2024	4091	Variance	-4%
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Evidence and rationale that the proposals meet the three statutory criteria

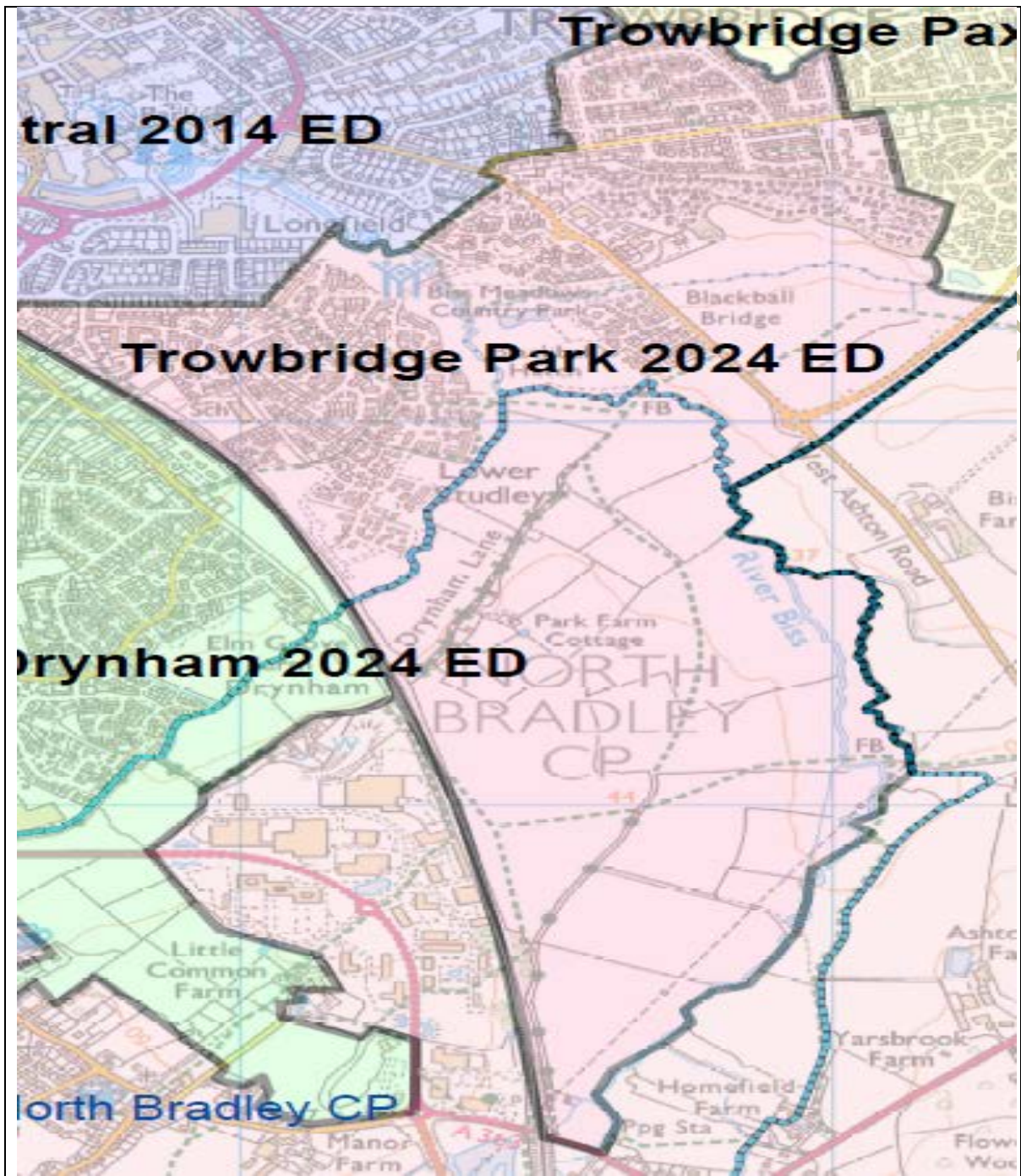
We are proposing adding the new development West of the Railway and South of Trowbridge into the Drynham Division. This is the only division it could be added into with a land link. Also we are proposing moving 250 electors from Trowbridge Central into Trowbridge Drynham from the area South of the A361 (Lamplighters Walk). This will both achieve electoral equality and provide better community cohesion and governance.

Impact on Parish Council arrangements: Trowbridge re-warded, North Bradley warded

Polling district	Description of area	Parish	Old Division	Electorate 2024
HC2 a	Trowbridge (Trowbridge Central Ward) Part 2	Trowbridge	Central	250

HD1	Trowbridge (Trowbridge Drynam Ward) Part 1	Trowbridge	Trowbridge Drynam	1224
HD2	Trowbridge (Trowbridge Drynam Ward) Part 2	Trowbridge	Trowbridge Drynam	1165
HD3	Trowbridge (Trowbridge Drynam Ward) Part 3	Trowbridge	Trowbridge Drynam	911
GC1 a	North Bradley	North Bradley	Southwick	541

COUNCIL DRAFT SUBJECT TO CHANGE



Division 68

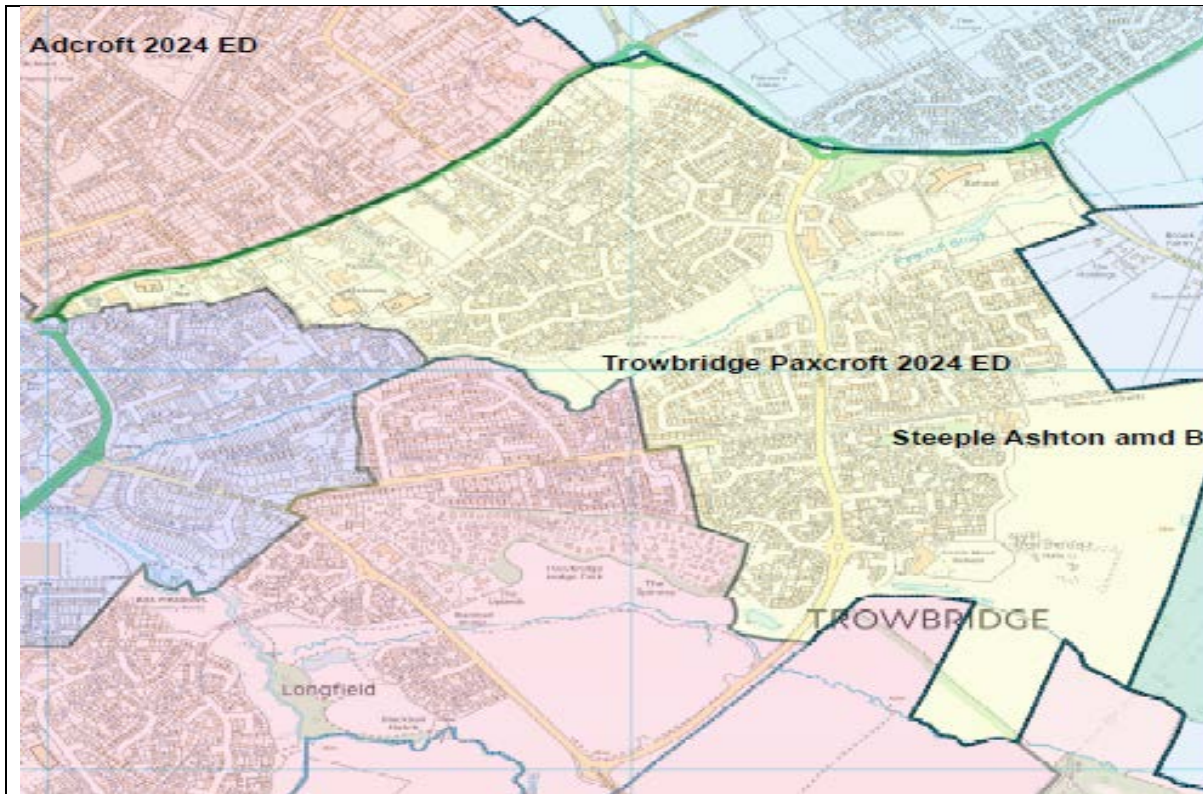
No of Councillors:  
**One**

Polling district	Description of area	Parish	Old Division	Electorate 2024
HM1	Trowbridge (Trowbridge Park Ward) Part 1	Trowbridge	Trowbridge Park	160
HM2	Trowbridge (Trowbridge Park Ward) Part 2	Trowbridge	Trowbridge Park	1902
HP3	Trowbridge (Trowbridge Paxcroft Ward) Part 3	Trowbridge	Trowbridge Paxcroft	802
GC1 b	North Bradley	North Bradley	Southwick	1462
HM3	Trowbridge (Trowbridge Park Ward) Part 3	Trowbridge	Southwick	182

HM4	Trowbridge (Trowbridge Park Ward) Part 4	Trowbridge	Southwick	0
Forecast Electorate in 2024	4508	Variance	+6%	
Evidence and rationale that the proposals meet the three statutory criteria				
<p>We are proposing creating a new division starting with the new housing being built to the South of Trowbridge and East of the Railway line. To create a geographic link this needs to be added to the HM1 and HM2 polling districts of the current Trowbridge Park Division. We are also proposing adding the HM3 and HM4 polling districts which were transferred into Trowbridge Town Parish at the last community governance review. Finally we are proposing moving 802 electors from the HP3 polling district into Trowbridge Park from Trowbridge Paxcroft both to achieve electoral equality and better community cohesion.</p>				
Impact on Parish Council arrangements: Trowbridge re-warded, north Bradley warded				

COUNCIL DRAFT SUBJECT TO CHANGE





Division 69

No of Councillors:  
**One**

Polling district	Description of area	Parish	Old Division	Electorate 2024
HP4	Trowbridge (Trowbridge Paxcroft Ward) Part 4	Trowbridge	Hilperton	20
HP5	Trowbridge (Trowbridge Paxcroft Ward) Part 5	Trowbridge	Hilperton	512
HP1	Trowbridge (Trowbridge Paxcroft Ward) Part 1	Trowbridge	Trowbridge Paxcroft	245
HP2	Trowbridge (Trowbridge Paxcroft Ward) Part 2	Trowbridge	Trowbridge Paxcroft	3503

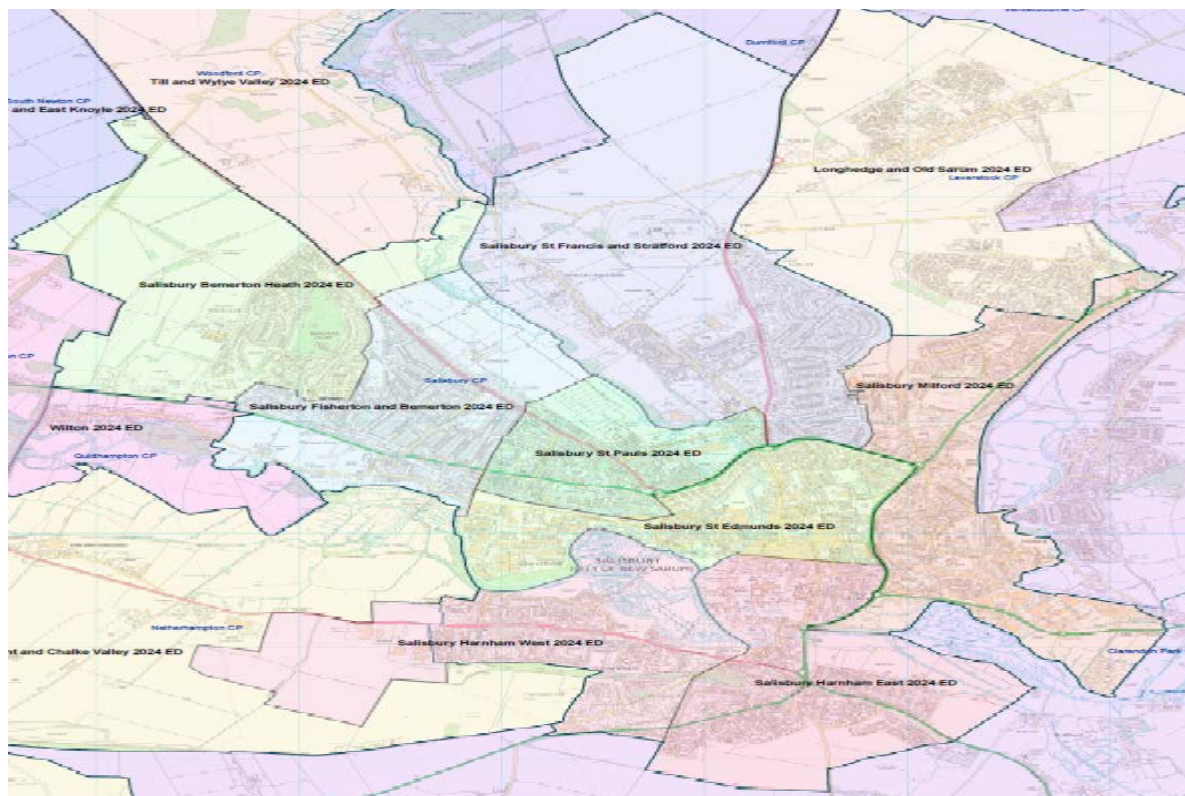
Forecast Electorate in 2024	4279	Variance	0%
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Evidence and rationale that the proposals meet the three statutory criteria

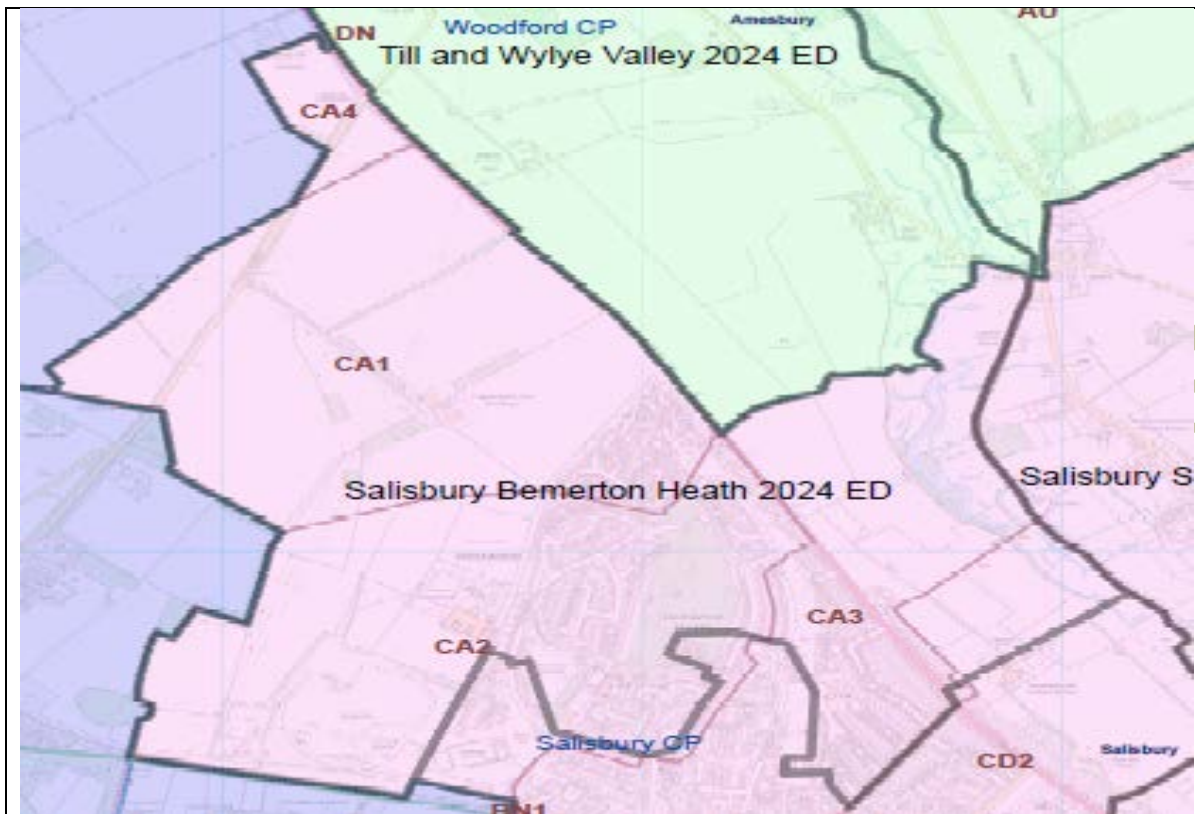
We are proposing creating a division comprising most of the old Trowbridge Paxcroft Division along with the housing moved into Trowbridge Town Parish from Hilperton at the community governance review. This will create a division comprising the existing community of Paxcroft Mead.

Impact on Parish Council arrangements: Trowbridge re-warded

## Salisbury Area Board



We are proposing to move Bishopdown Farm from the Salisbury Area Board to the Southern Area Board. Bishopdown farm is now entirely in the parish of Laverstock and Ford and for the sake of community cohesion should be in a division with its own parish. We are proposing adding the new development area in the Parish of Netherhampton into Salisbury Area Board in line with our principle around new developments and urban areas. We are also adding in two areas transferred through previous governance reviews and removing one small one again in line with previous reviews. We are moving the boundaries of existing divisions in Salisbury to account for the new development to the North and West of the City and to keep existing communities together. The Salisbury Area Board will have 8 members under these proposals



Division 70	No of Councillors: <b>One</b>
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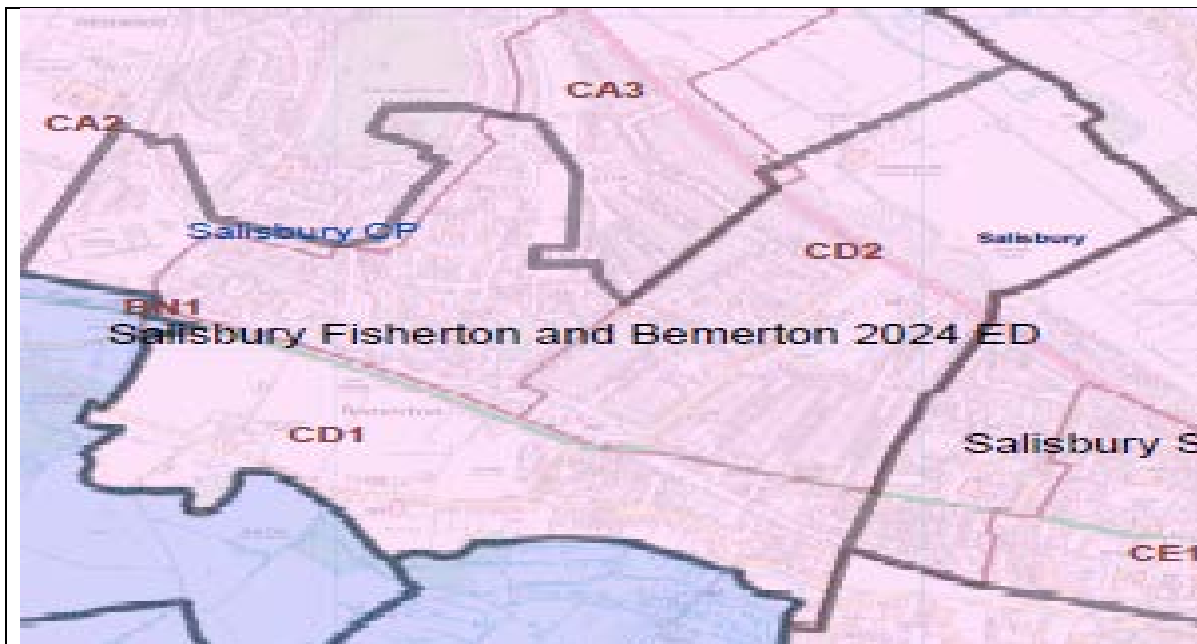
Polling district	Description of area	Parish	Old Division	Electorate 2024
CA1	Salisbury Bemerton Part 1	Salisbury	Salisbury Bemerton	2319
CA2	Salisbury Bemerton Part 2	Salisbury	Salisbury Bemerton	1246
CA3	Salisbury Bemerton Part 3	Salisbury	Salisbury Bemerton	847
CA4	Salisbury Bemerton Part 4	Salisbury	Wilton and Lower Wylve Valley	0

Forecast Electorate in 2024	4413	Variance	<b>+3%</b>
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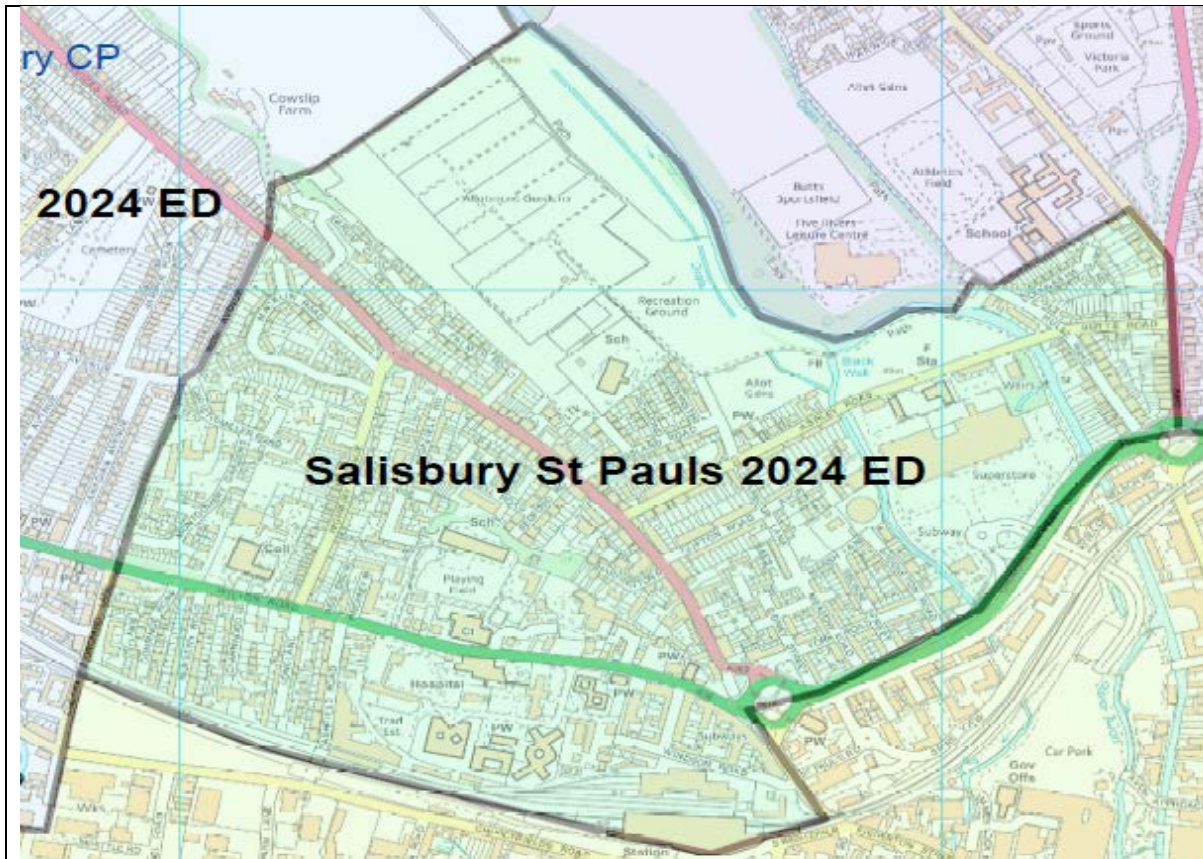
Evidence and rationale that the proposals meet the three statutory criteria

This proposed division includes the new development at Fuggleston Red and the older part of the Bemerton Heath estate (a defined community with a vibrant community centre and church). It is constrained by the boundaries of Salisbury on 3 sides and there is no other option for this division area.

Impact on Parish Council arrangements: City re-warded



Division 71			No of Councillors: <b>One</b>	
Polling district	Description of area	Parish	Old Division	Electorate 2024
CA3 a	Salisbury Bemerton Part 3	Salisbury	Bemerton to Fisherton along edge of heath?	1551
CD1	Salisbury Fisherton and Bemerton Village Part 1	Salisbury	Salisbury Fisherton and Bemerton Village	700
CD2	Salisbury Fisherton and Bemerton Village Part 2	Salisbury	Salisbury Fisherton and Bemerton Village	1622
CA2a				378
Forecast Electorate in 2024		4251	Variance	0%
Evidence and rationale that the proposals meet the three statutory criteria				
This division contains the newer parts of the Bemerton Heath including most of the old Fisherton and Lower Bemerton Division. The housing here is similar in nature and while Fisherton Village is a defined community there are no easily defined community areas in the rest of the division which allows a flexible approach to drawing a boundary.				
Impact on Parish Council arrangements: City re-warded				



Division 72

No of Councillors:  
**One**

Polling district	Description of area	Parish	Old Division	Electorate 2024
CD1 a	Salisbury Fisherton and Bemerton Village Part 1	Salisbury	Fisherton	1239
CE1	Salisbury St Pauls Part 1	Salisbury	Salisbury St Pauls	1894
CE2	Salisbury St Pauls Part 2	Salisbury	Salisbury St Pauls	1402

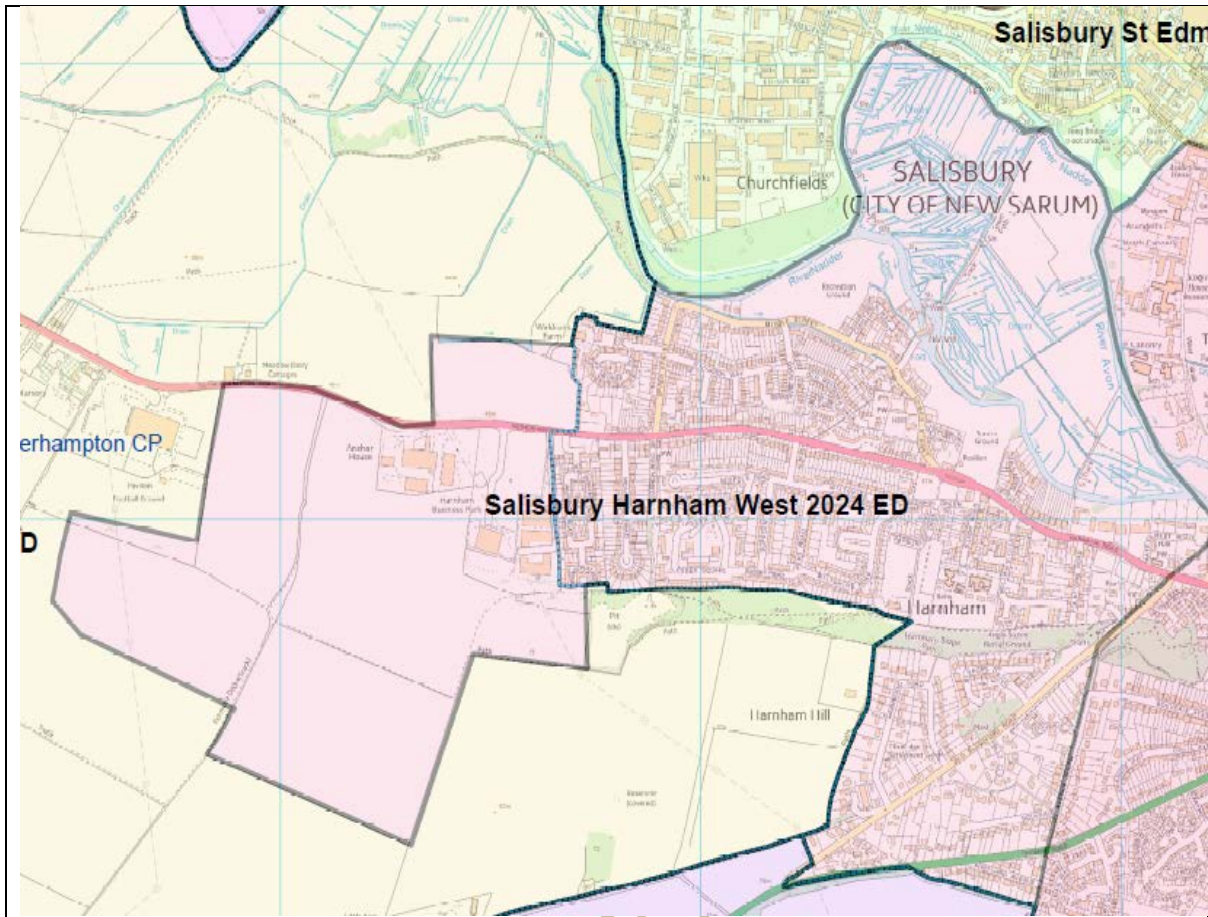
Forecast Electorate in 2024	4535	Variance	+6%
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Evidence and rationale that the proposals meet the three statutory criteria

This division comprises the old St Pauls Division North of the A36 up to the St Pauls roundabout and south of the Railway line west of the St Pauls Roundabout along with the remainder of the old Fisherton and Lower Bemerton Division. The Old Jail House area is a defined community and uniting Hiltingbury Road will also benefit community cohesion.

*In reference to Map, the Churchfields industrial estate will also be included in this division, as will St Paul's church.*

Impact on Parish Council arrangements: City re-warded



Division 73 No of Councillors:  
**One**

Polling district	Description of area	Parish	Old Division	Electorate 2024
CH1	Salisbury Harnham Part 1	Salisbury	Salisbury Harnham	960
CH2	Salisbury Harnham Part 2	Salisbury	Salisbury Harnham	1721
CG1a	Salisbury St Martins and Cathedral Part 1	Salisbury	St Martins	40
CG3	Salisbury St Martins and Cathedral Part 3	Salisbury	Salisbury St Martins and Cathedral	759
CH3	Salisbury Harnham Part 3	Salisbury	Downton and Ebble Valley	35
Bl a	Netherhampton	Netherhampton	Fovant	688
CH4	Salisbury Harnham Part 4	Salisbury	Fovant & Chalke Valley	228

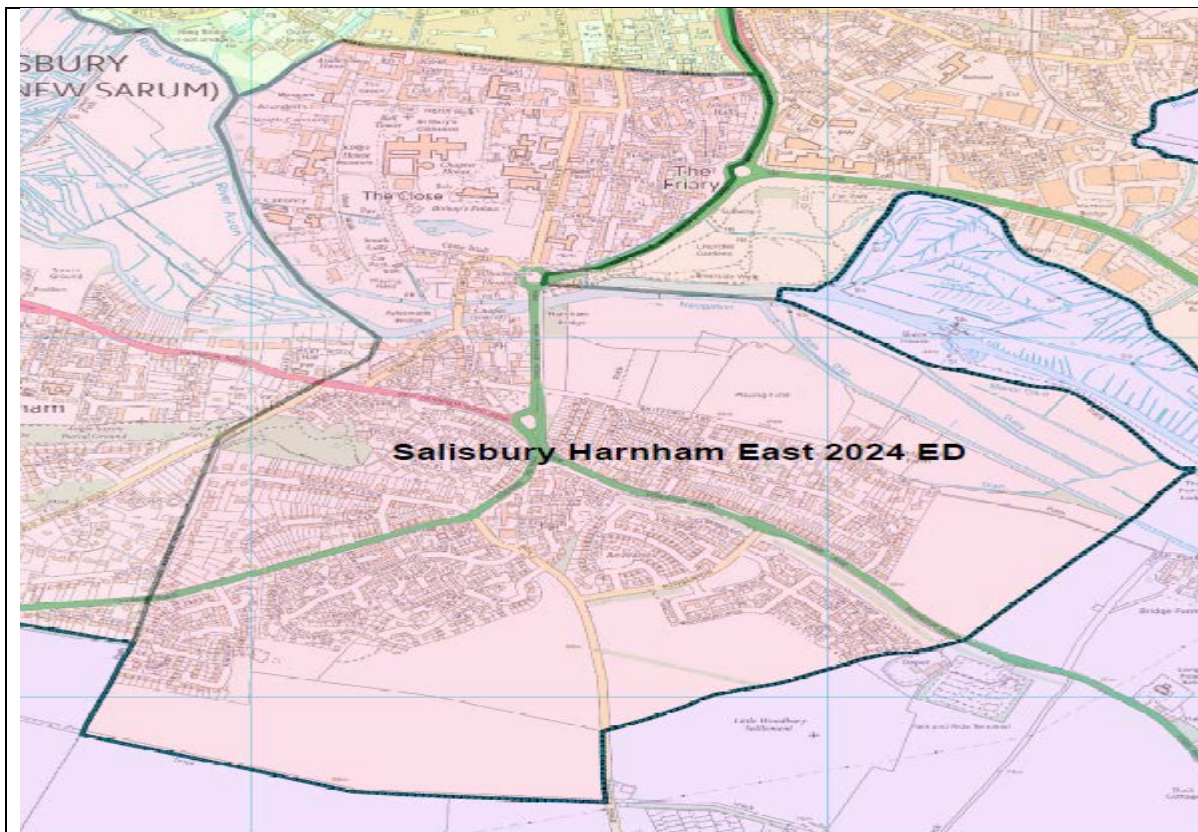
Forecast Electorate in 2024	4432	Variance	+4%
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Evidence and rationale that the proposals meet the three statutory criteria

This division comprises the Western part of Harnham (Salisbury South of the Nadder/Avon) including the new development at Netherhampton. Harnham is a distinct community and the North South split along the Netherhampton Road used during the creation of Wiltshire Council is felt to be an artificial boundary. The new housing to the West of Harnham means that the split no longer provides electoral equality either so it should now be abandoned in favour of an East West split.

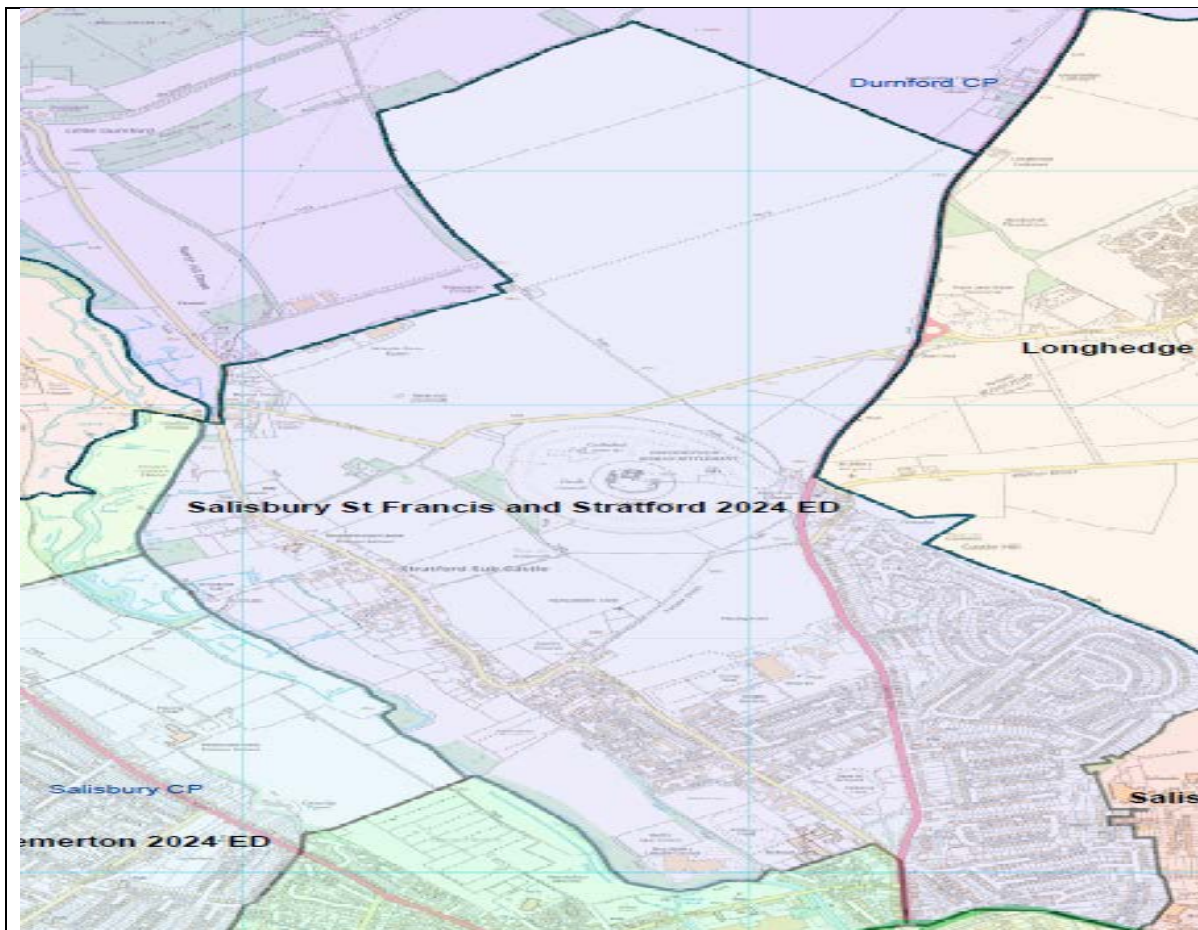
Impact on Parish Council arrangements: City re-warded, Netherhampton warded

COUNCIL DRAFT SUBJECT TO CHANGE

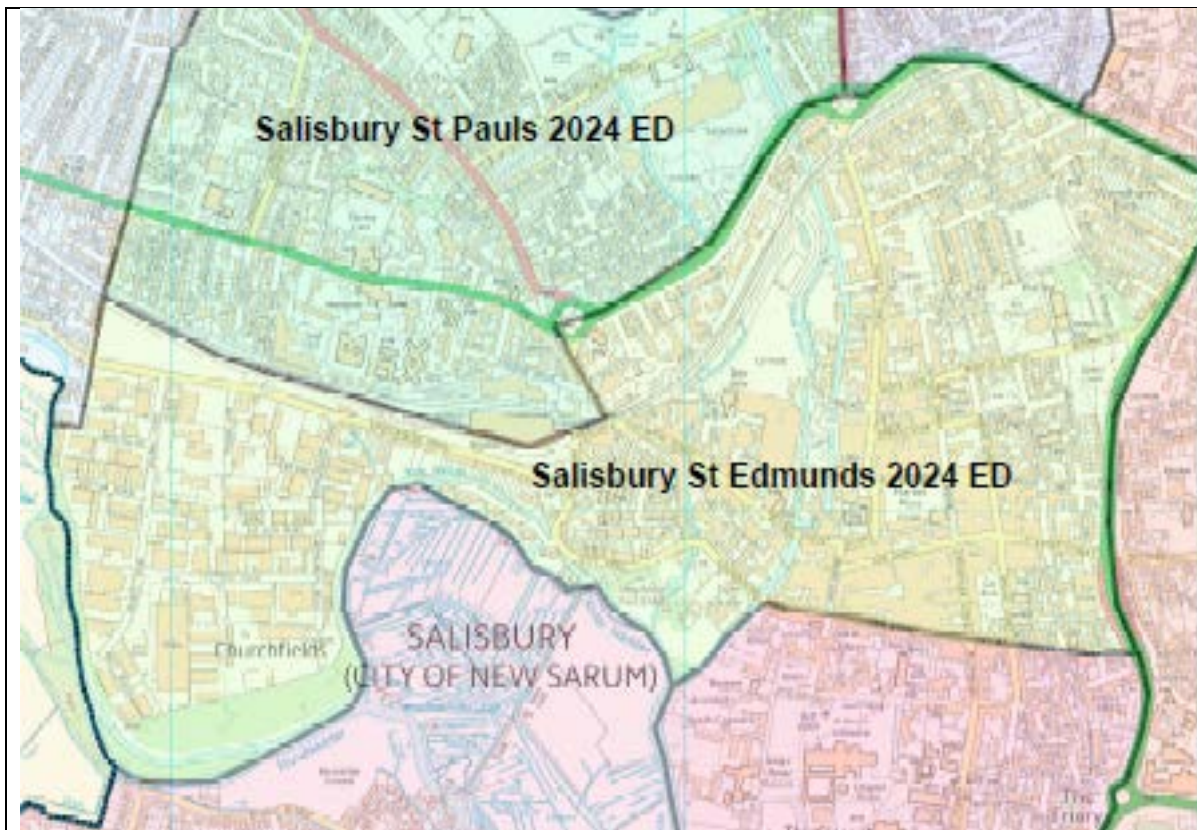


Division 74			No of Councillors: <b>One</b>	
Polling district	Description of area	Parish	Old Division	Electorate 2024
CH1 a	Salisbury Harnham Part 1	Salisbury	Harnham	1828
CG1	Salisbury St Martins and Cathedral Part 1	Salisbury	Salisbury St Martins and Cathedral	2188
Forecast Electorate in 2024		4016	Variance	-6%
Evidence and rationale that the proposals meet the three statutory criteria				
<p>This division comprises the Eastern part of Harnham along with the area around the Cathedral and Friary Estate in Salisbury centre. The Cathedral and Friary Estate are included to achieve electoral equality. The only other area to add here would be part of Milford which is separated from the rest of the division by the river valley and a large industrial estate which is not felt to be suitable. The Friary and Cathedral areas are defined small communities and could sit with any neighbouring division.</p>				
Impact on Parish Council arrangements: City re-warded				

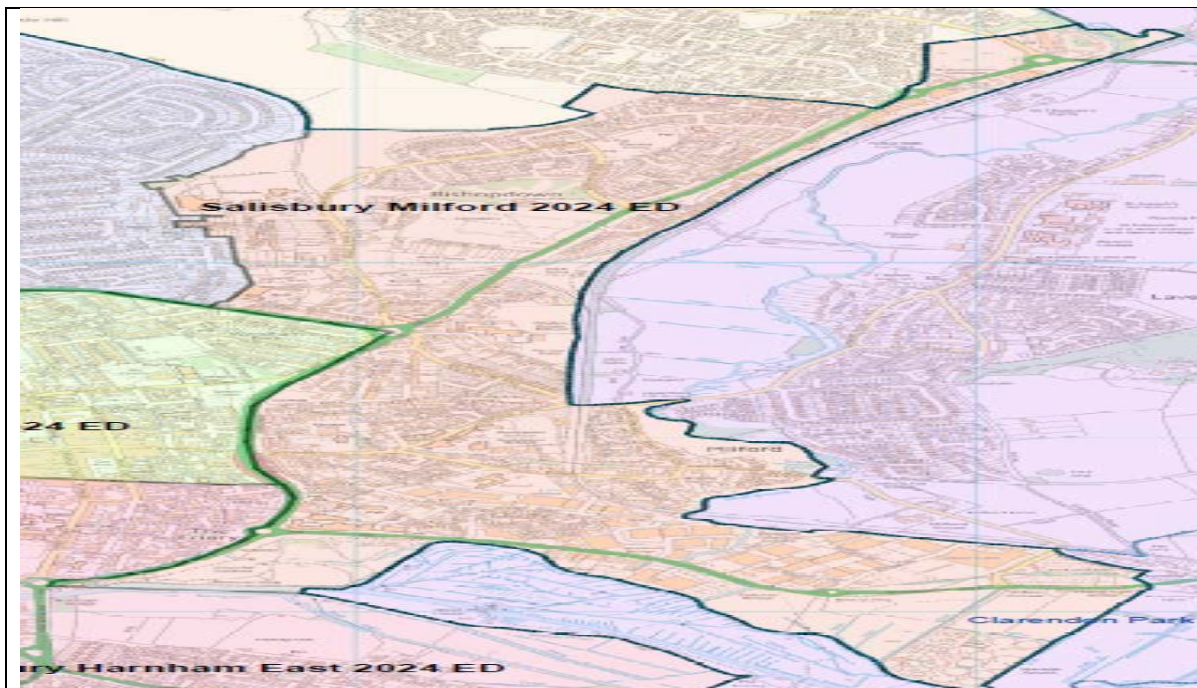




Division 75			No of Councillors: <b>One</b>	
<b>Polling district</b>	<b>Description of area</b>	<b>Parish</b>	<b>Old Division</b>	<b>Electorate 2024</b>
CB1	Salisbury St Francis and Stratford Part 1	Salisbury	Salisbury St Francis and Stratford	1628
CB2	Salisbury St Francis and Stratford Part 2	Salisbury	Salisbury St Francis and Stratford	2755
Forecast Electorate in 2024		4382	Variance	<b>+3%</b>
Evidence and rationale that the proposals meet the three statutory criteria				
This division remains unchanged from its current boundaries comprising the housing North of Salisbury between the Avon River Valley and the Bishopdown housing estate.				
Impact on Parish Council arrangements: City re-warded				



Division 76			No of Councillors: <b>One</b>	
Polling district	Description of area	Parish	Old Division	Electorate 2024
CF1	Salisbury St Edmund and Milford Part 1	Salisbury	Salisbury St Edmund and Milford	3217
CE1 a	Salisbury St Pauls Part 1	Salisbury	Salisbury St Pauls	600
CE2 a	Salisbury St Pauls Part 2	Salisbury	St Pauls to St Edmunds	500
Forecast Electorate in 2024		4317	Variance	+4%
Evidence and rationale that the proposals meet the three statutory criteria				
This division comprises the area to the North and East of the town centre representing the distinct community of St Edmunds along with parts of the old St Paul's division lying south of the ring road.				
<i>Churchfields will be in Division 72. St Paul's Church in division 72</i>				
Impact on Parish Council arrangements: City warded				



Division 77	No of Councillors: <b>One</b>
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Polling district	Description of area	Parish	Old Division	Electorate 2024
CF2	Salisbury St Edmund and Milford Part 2	Salisbury	Salisbury St Edmund and Milford	1110
CC1	Salisbury St Marks and Bishopdown Part 1	Salisbury	Salisbury St Marks and Bishopdown	1130
CC2	Salisbury St Marks and Bishopdown Part 2	Salisbury	Salisbury St Marks and Bishopdown	50
CC3	Salisbury St Marks and Bishopdown Part 3	Salisbury	Salisbury St Marks and Bishopdown	784
CG2	Salisbury St Martins and Cathedral Part 2	Salisbury	Salisbury St Martins and Cathedral	1362

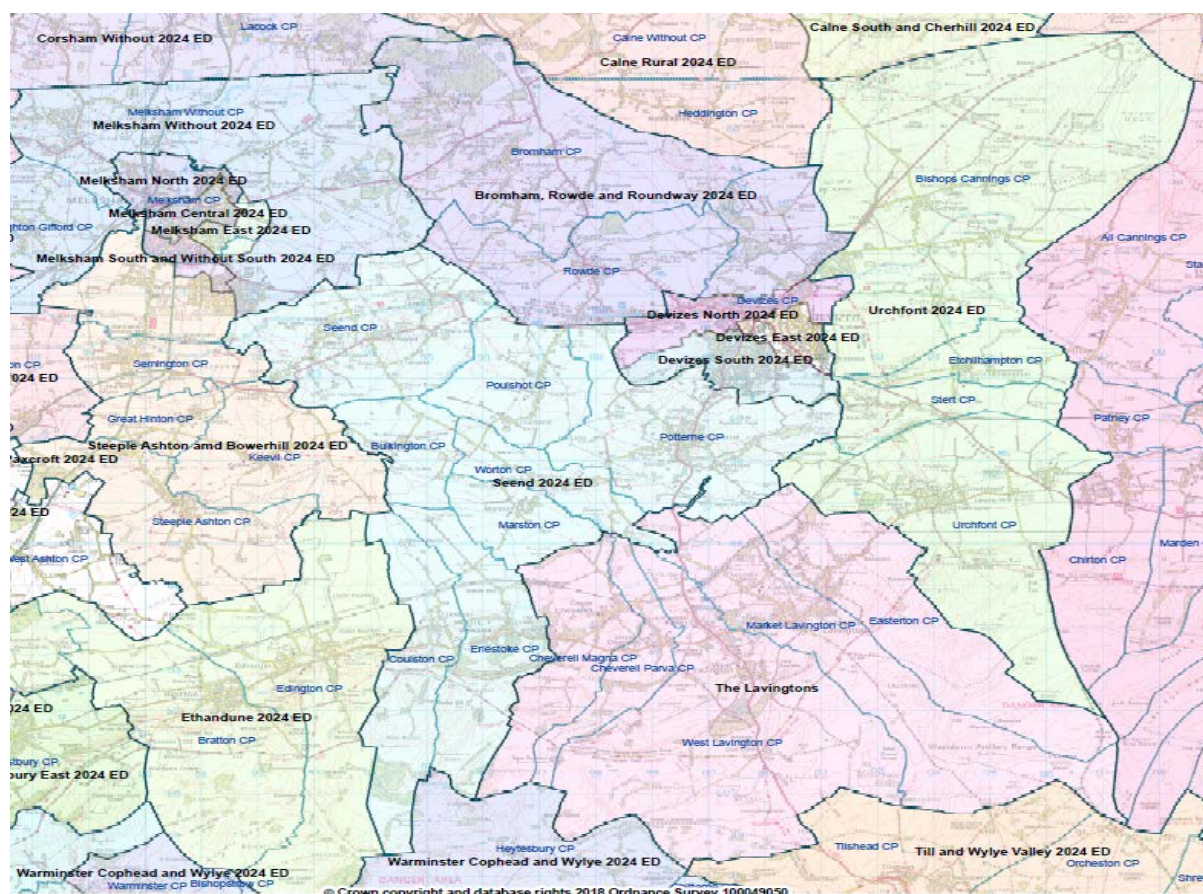
Forecast Electorate in 2024	4435	Variance	<b>+4%</b>
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Evidence and rationale that the proposals meet the three statutory criteria

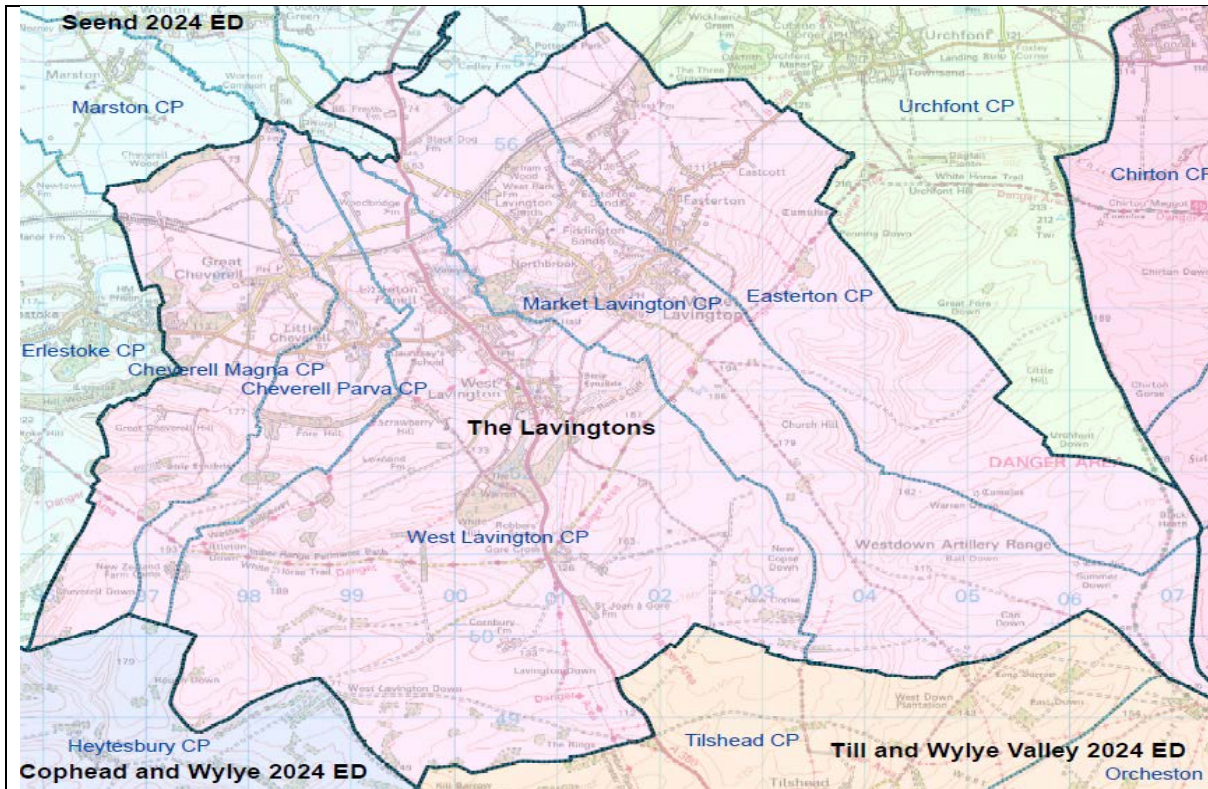
This division comprises the housing to the East and North of the A36 along with the Salisbury part of Bishopdown. Milford represents a distinct community in Salisbury and is being brought back into the same division in these proposals.

Impact on Parish Council arrangements: City re-warded

## Devizes Area Board



The Devizes Area Board covers the centre of the county. Devizes has not seen much housing growth recently, particularly compared to Melksham to the West. This makes it difficult to achieve electoral equality in the Devizes and Melksham Area Board areas without moving some parishes between them. The Division of Summerham and Seend was a 'leftover' division during the creation of Wiltshire Council and was formed more by the dictates of other divisions closer to the county boundaries than because of any community cohesion. It is felt that the Parishes of Bulkington, Poulshot and Seend look much more to Devizes than to Melksham and so should be in a Devizes Area Board Division. We are proposing moving them into a division comprising villages to the South and East of Devizes. We are proposing moving the Parish of All Cannings from the Devizes Area Board area into the Pewsey Area Board Area in the interests of electoral equality. Also it is felt that the Pewsey Vale starts around All Cannings and that it could easily sit with either Area Board. The Town Parish of Devizes itself expanded to include the old Parish of Roundway during our community governance review and also move the built up area to the North East of Roundway into Bishops Cannings Parish at the request of residents. The urban area of Devizes is too large for 4 Divisions and too small for 3 Divisions so there needs to be a split urban/rural division in the area, the proposed Bromham, Rowde and Roundway division is strongly felt to be the best solution to this, particularly given the rural nature of the north of Roundway (despite sitting in Devizes Town Parish area). The Devizes Area Board would have 7 members.



Division 78		No of Councillors: <b>One</b>
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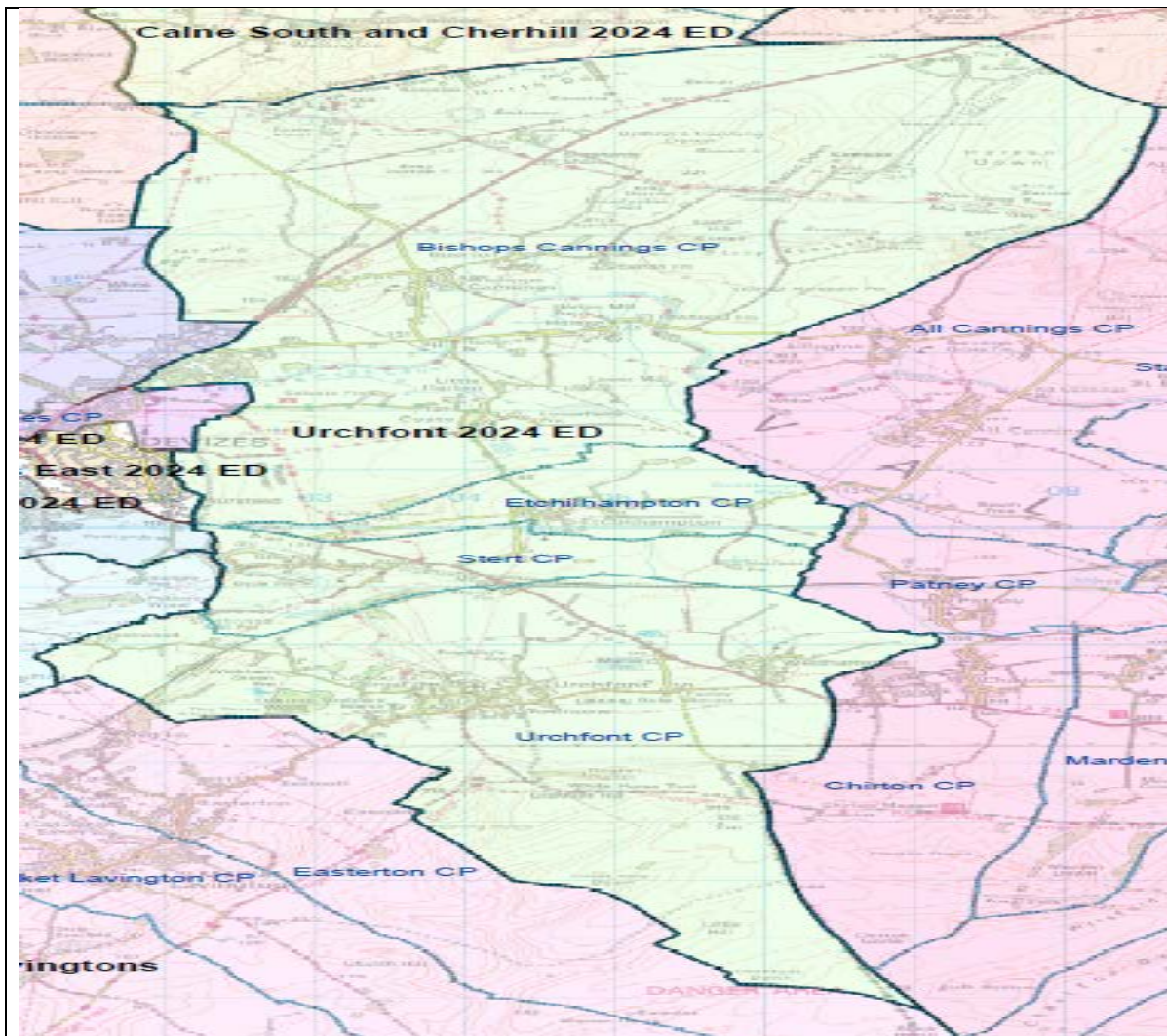
Polling district	Description of area	Parish	Old Division	Electorate 2024
SN1	Cheverell Magna	Cheverell Magna	The Lavingtons and Erlestoke	515
SO1	Cheverell Parva	Cheverell Parva	The Lavingtons and Erlestoke	144
WL1	Market Lavington	Market Lavington	The Lavingtons and Erlestoke	1849
ZC1	West Lavington	West Lavington	The Lavingtons and Erlestoke	941
VA1	Easterton	Easterton	Urchfont and The Cannings	528

Forecast Electorate in 2024	3978	Variance	<b>-7%</b>
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Evidence and rationale that the proposals meet the three statutory criteria

We are proposing creating a division of the Parishes of Cheverell Magna, Cheverell Parva, Market Lavington, West Lavington and Easterton. This gives both good community cohesion and electoral equality.

Impact on Parish Council arrangements: None



Division 79	No of Councillors: <b>One</b>
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Polling district	Description of area	Parish	Old Division	Electorate 2024
SG3	Bishops Cannings Part 3	Bishops Cannings	Roundway	523
SG1	Bishop Cannings Part 1	Bishops Cannings	Urchfont and The Cannings	1286
SG2	Bishop Cannings Part 2	Bishops Cannings	Urchfont and The Cannings	909
VE1	Etchilhampton	Etchilhampton	Urchfont and The Cannings	120
VE2	Stert	Stert	Urchfont and The Cannings	155
YP1	Urchfont	Urchfont	Urchfont and The Cannings	1062

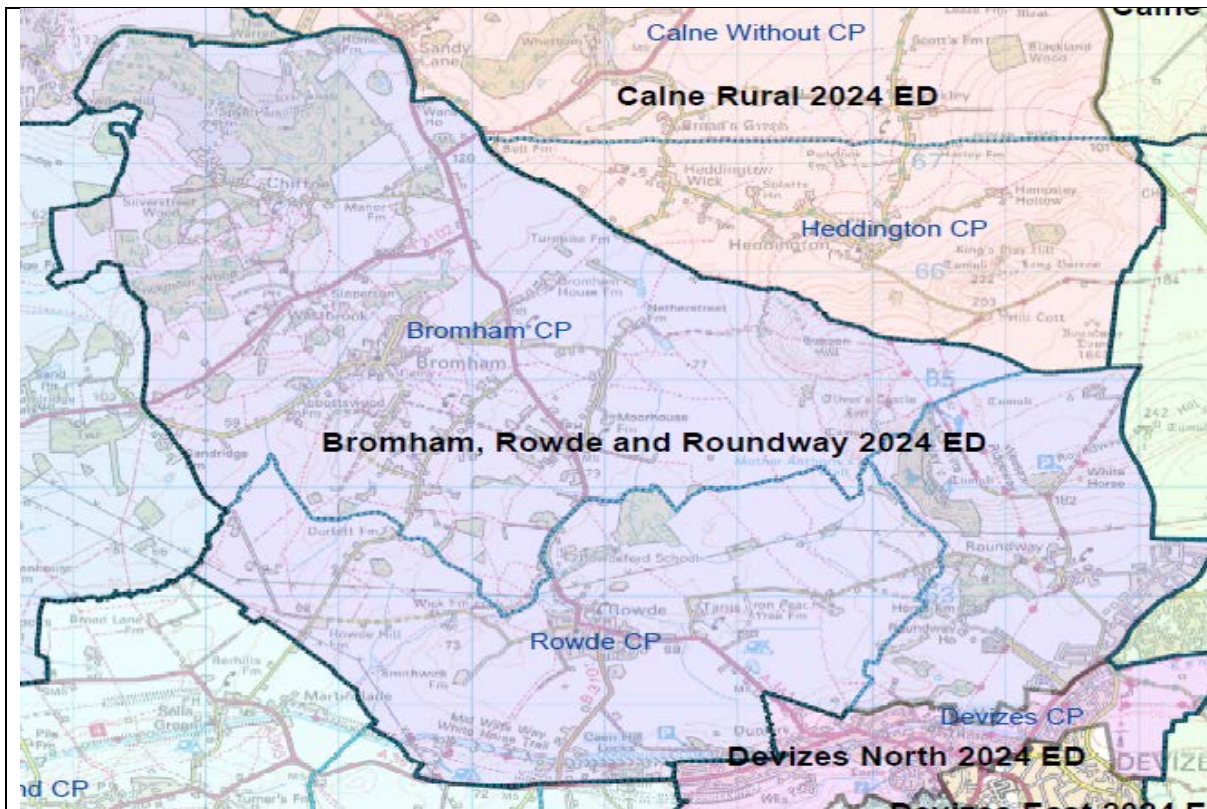
Forecast Electorate in 2024	4055	Variance	-5%
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Evidence and rationale that the proposals meet the three statutory criteria

Bishops Cannings and Urchfont. We are proposing moving the 523 electors who transferred from Roundway to Bishops Cannings in the last community governance review into this division and including the Parishes of Bishops Cannings, Etchilhampton, Stert and Urchfont. This again achieves good community cohesion and electoral equality.

Impact on Parish Council arrangements: None

COUNCIL DRAFT SUBJECT TO CHANGE



Division 80

No of Councillors:  
**One**

Polling district	Description of area	Parish	Old Division	Electorate 2024
XL1	Devizes (Devizes Roundway Ward) Part 1	Devizes	Roundway	1294
SK1	Bromham	Bromham	Bromham	1619
XM1	Rowde	Rowde	Rowde and Potterne	1135
XL5	Devizes (Devizes Roundway Ward) Part 5	Devizes	Urchfont and The Cannings	8

Forecast Electorate in 2024	4057	Variance	-5%
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Evidence and rationale that the proposals meet the three statutory criteria

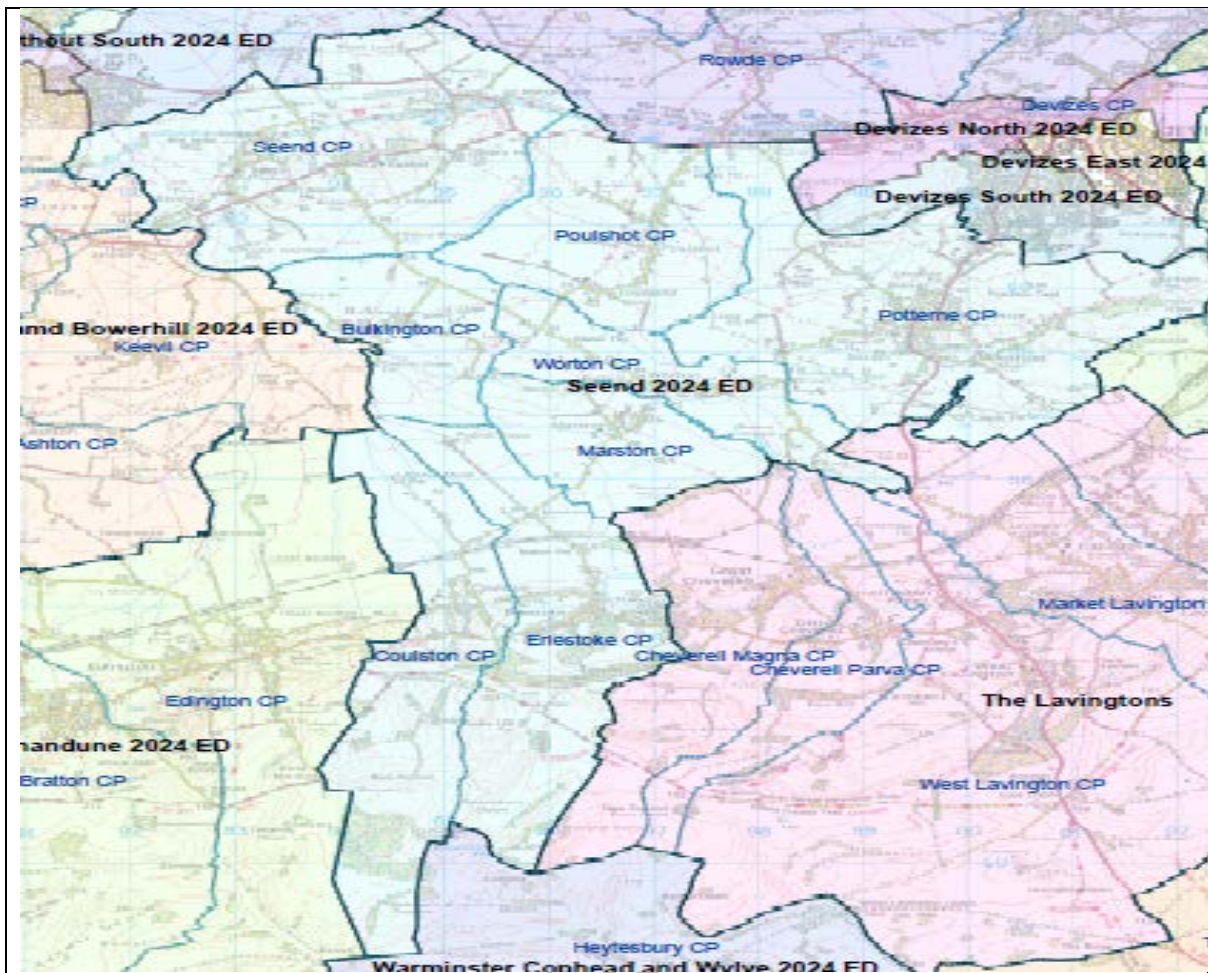
We are proposing creating a division of the villages of Bromham and Rowde along with the northern part of Roundway in the Devizes Town Parish. 8 electors will also be moved into this division following the community governance review. We have to create a division with part of Devizes Town Council area in which also contains a rural area. Looking at the communities around Devizes we felt there were two options. The first was to add part of Bishops Cannings into a Division with the North of Roundway. On further investigation that made it impossible to create a rural division to the South and East of Devizes without splitting the Parish of Market Lavington (due to geography) which we very much do not want to do.



This left the second option of a division with Bromham, Rowde and Roundway. This achieves electoral equality without forcing the splitting of any other parish. All three parts of the division are defined communities with good links and similar geography leading us to choose this as our proposed option.

Impact on Parish Council arrangements: Devises re-warded

COUNCIL DRAFT SUBJECT TO CHANGE



Division 81

No of Councillors:  
**One**

Polling district	Description of area	Parish	Old Division	Electorate 2024
EM6	Bulkington	Bulkington	Summerham and Seend	231
XH1	Poulshot	Poulshot	Summerham and Seend	313
YB1	Seend	Seend	Summerham and Seend	935
XG1	Potterne	Potterne	Bromham Rowde and Potterne	1334
VD1	Erlestoke	Erlestoke	The Lavingtons and Erlestoke	180
WO1	Marston	Marston	The Lavingtons and Erlestoke	135
ZL1	Worton	Worton	The Lavingtons and Erlestoke	553
EV6	Coulston	Coulston	Ethandune	142

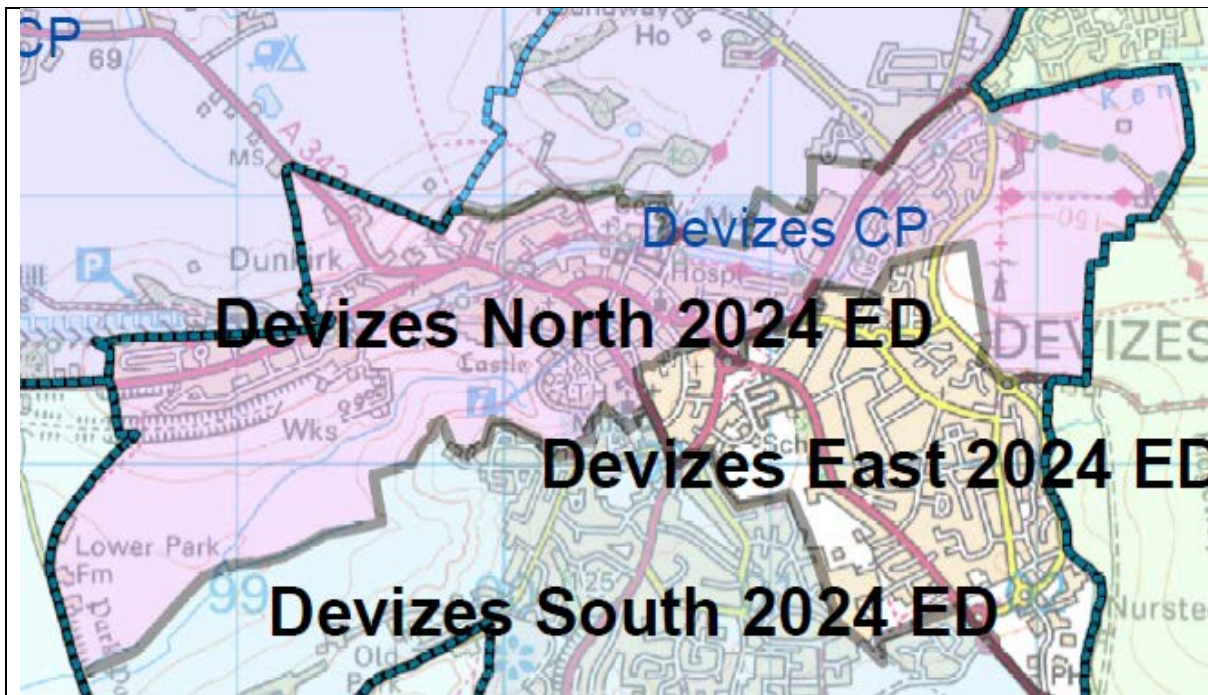
Forecast Electorate in 2024	3824	Variance	-10%
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Evidence and rationale that the proposals meet the three statutory criteria

We are proposing to create a new division of the villages of Bulkington, Poulshot, Seend, Potterne, Erlestoke, Marston, Worton and Coulston. This involves moving the Parishes of Bulkington, Poulshot and Seend into the Devizes Area Board area. This is seen as preferable to leaving them in the Melksham Area Board area where they do not really belong, they were only put there due to the need to create electoral equality during the creation of Wiltshire Council. There are good links to Potterne, Worton and Marston. Erlestoke and Coulston are added in the interests of electoral equality. They have a geographic link to the division and the combination of the geographic size of the Parish of Heytesbury to the South and the electoral size of Cheverell Magna make no other option work. We are proposing moving the Parish of Coulston from the Westbury Area Board to the Devizes Area Board. Both Coulston and Erlestoke are seen as sitting between the two Area Boards and it was felt that they could happily sit in either. This Division is on the small side (10% under) but there is no other way to add electors into it without causing significant upheaval or moving communities into the Devizes Area Board area which do not naturally sit there.

Impact on Parish Council arrangements: None

COUNCIL DRAFT SUBJECT TO CHANGE



Division 82			No of Councillors: <b>One</b>	
Polling district	Description of area	Parish	Old Division	Electorate 2024
XL1 a	Devizes (Devizes Roundway Ward) Part 1	Devizes	Roundway	300
UA2 a	Devizes (Devizes East Ward) Part 2	Devizes	East	200
UB1	Devizes (Devizes North Ward) Part 1	Devizes	Devizes North	783
UB2	Devizes (Devizes North Ward) Part 2	Devizes	Devizes North	1211
UB3	Devizes (Devizes North Ward) Part 3	Devizes	Devizes North	1717
Forecast Electorate in 2024		4211	Variance	-1%
Evidence and rationale that the proposals meet the three statutory criteria				
This proposed Division contains the old Devizes North Division along with 200 electors moved from the UA2 polling district of Devizes East and 300 electors from the XL1 polling district of Devizes Roundway, the area from the South East corner of the polling district south of the Avon. This provides a cohesive division with good electoral equality				
Impact on Parish Council arrangements: Devizes re-warded				

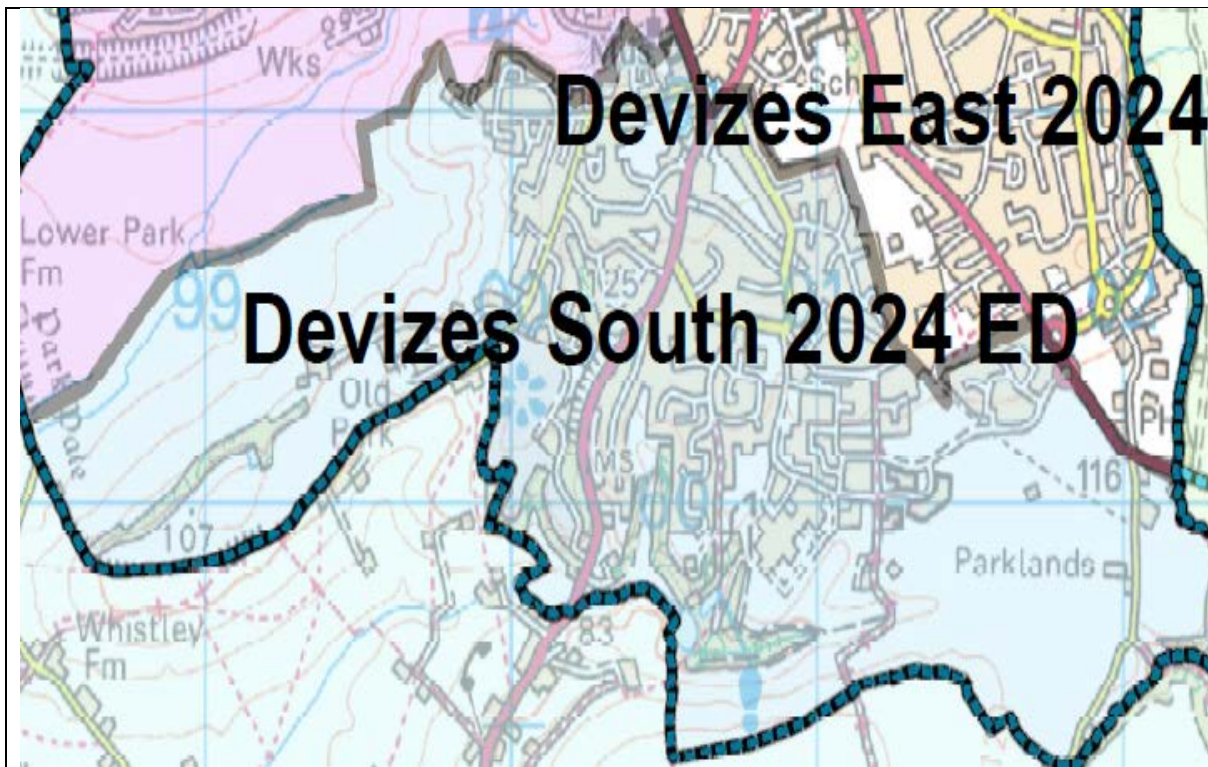
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Division 83			No of Councillors: <b>One</b>	
Polling district	Description of area	Parish	Old Division	Electorate 2024
XL4	Devizes (Devizes Roundway Ward) Part 4	Devizes	Roundway	711
UC2 a	Devizes (Devizes South Ward) Part 2	Devizes	South	500
UA1	Devizes (Devizes East Ward) Part 1	Devizes	Devizes East	1789
UA2	Devizes (Devizes East Ward) Part 2	Devizes	Devizes East	1240
Forecast Electorate in 2024		4240	Variance	-1%
Evidence and rationale that the proposals meet the three statutory criteria				

We are proposing moving the XL4 polling district from Devizes Roundway into this Division along with aprox 500 electors from the East corner of the UC2 polling district (currently in Devizes South). This will both achieve electoral equality and good community governance.

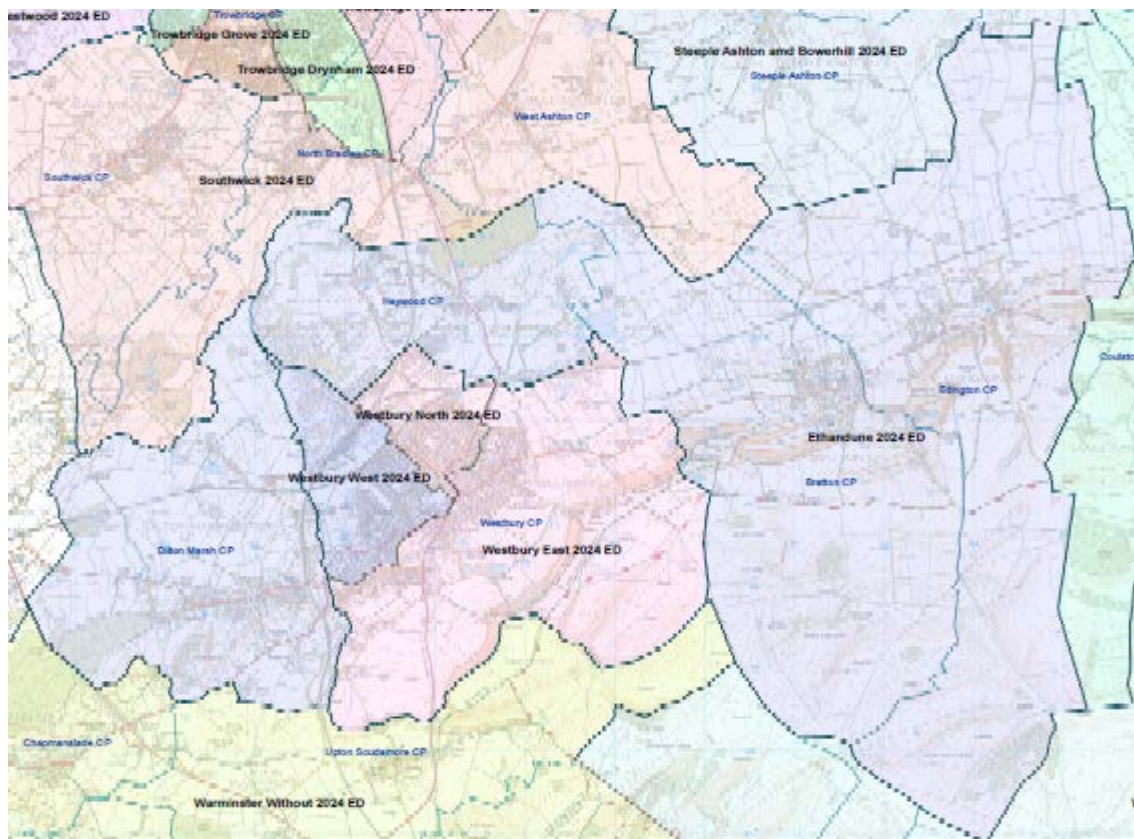
Impact on Parish Council arrangements: Devizes re-warded

COUNCIL DRAFT SUBJECT TO CHANGE



Division 84				No of Councillors: <b>One</b>
Polling district	Description of area	Parish	Old Division	Electorate 2024
XL2	Devizes (Devizes Roundway Ward) Part 2	Devizes	Roundway	968
UC1	Devizes (Devizes South Ward) Part 1	Devizes	Devizes and Roundway South	2033
UC2	Devizes (Devizes South Ward) Part 2	Devizes	Devizes and Roundway South	590
XL3	Devizes (Devizes Roundway Ward) Part 3	Devizes	Devizes and Roundway South	568
Forecast Electorate in 2024		4160	Variance	-2%
Evidence and rationale that the proposals meet the three statutory criteria				
This proposed Division contains the XL2 polling district from Devizes Roundway along with the rest of the old Devizes and Roundway South Division after the 500 electors are moved from the UC2 polling district as described above. Again it makes a good division in terms of electoral equality and community cohesion.				
Impact on Parish Council arrangements: Devizes re-warded				

## Westbury Area Board

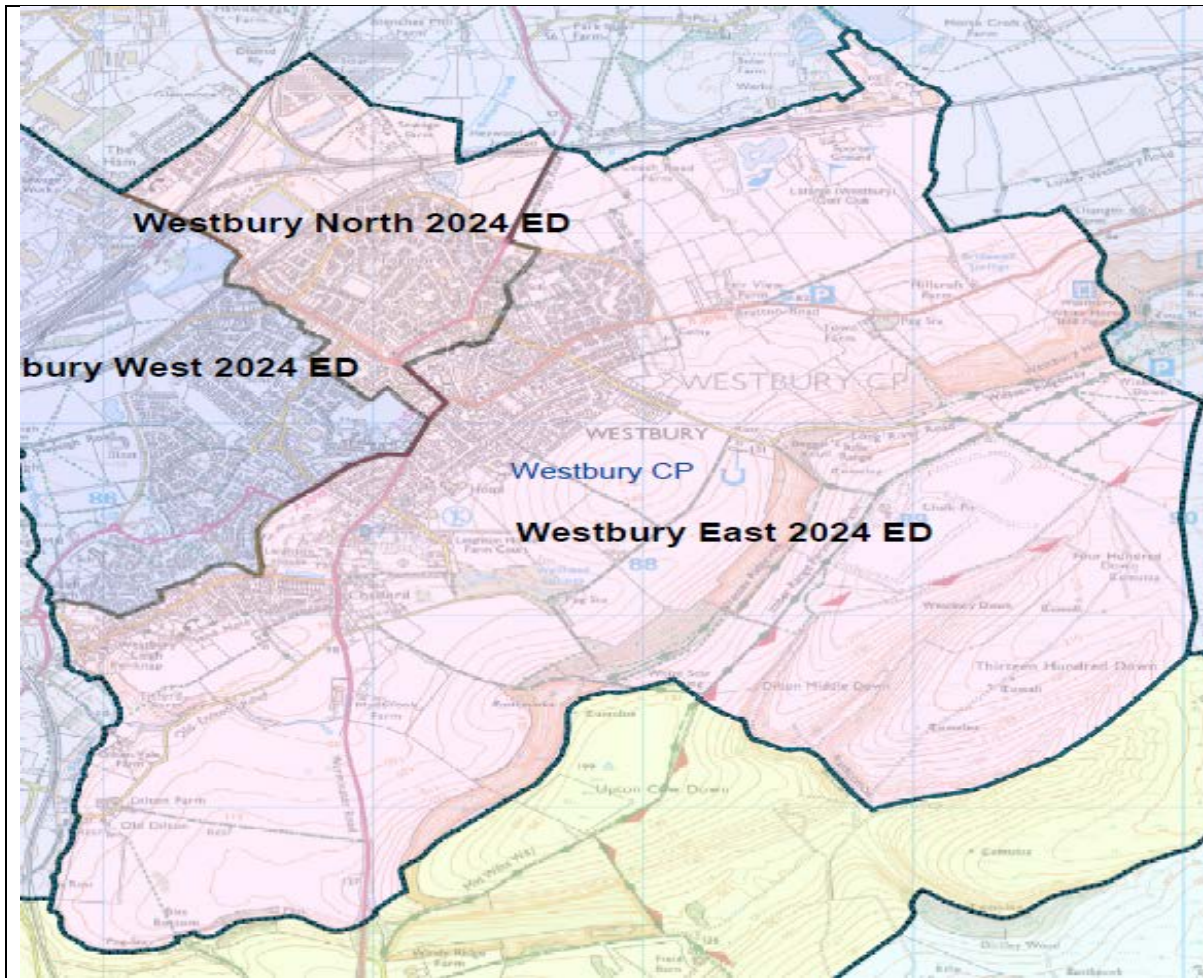


The Westbury Area Board comprises the town of Westbury and the rural parishes surrounding it. We are proposing moving the Parish of Coulston from Westbury Area Board area to the Devizes Area Board area. To achieve electoral equality. Coulston and Erlestoke are felt to sit between Westbury and Devizes and could fit in either area board area. The Westbury Area Board will have 4 members.





Division 85				No of Councillors: <b>One</b>
Polling district	Description of area	Parish	Old Division	Electorate 2024
IJ1 a	Westbury (Westbury East Ward) Part 1	Westbury	East	200
IK1	Westbury (Westbury North Ward) Part 1	Westbury	Westbury North	2495
IK2	Westbury (Westbury North Ward) Part 2	Westbury	Westbury North	1595
IL1 a	Westbury (Westbury West Ward) Part 1	Westbury	West	200
Forecast Electorate in 2024		4490	Variance	<b>+5%</b>
Evidence and rationale that the proposals meet the three statutory criteria				
<p>We are proposing moving 200 electors from the IJ1 polling district of Westbury East (the houses east of the A345 between the IK1 district) into Westbury North along with 200 electors from the IL1 polling district of Westbury West (the North East corner of the polling district). This is to achieve electoral equality and improve community governance.</p>				
Impact on Parish Council arrangements: Westbury re-warded				



Division 86			No of Councillors: <b>One</b>	
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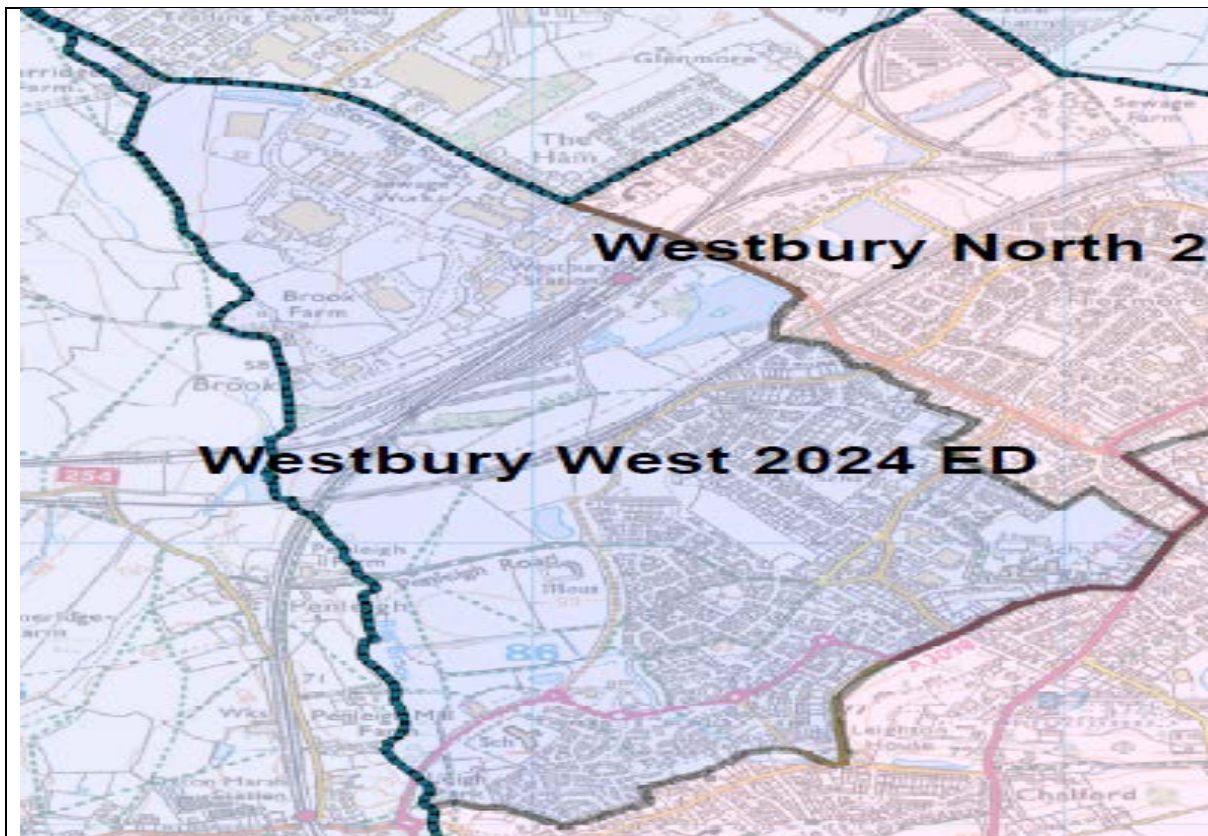
Polling district	Description of area	Parish	Old Division	Electorate 2024
IJ1	Westbury (Westbury East Ward) Part 1	Westbury	Westbury East	2887
IJ2	Westbury (Westbury East Ward) Part 2	Westbury	Westbury East	849
IJ3	Westbury (Westbury East Ward) Part 3	Westbury	Westbury East	619

Forecast Electorate in 2024	4356	Variance	<b>+2%</b>
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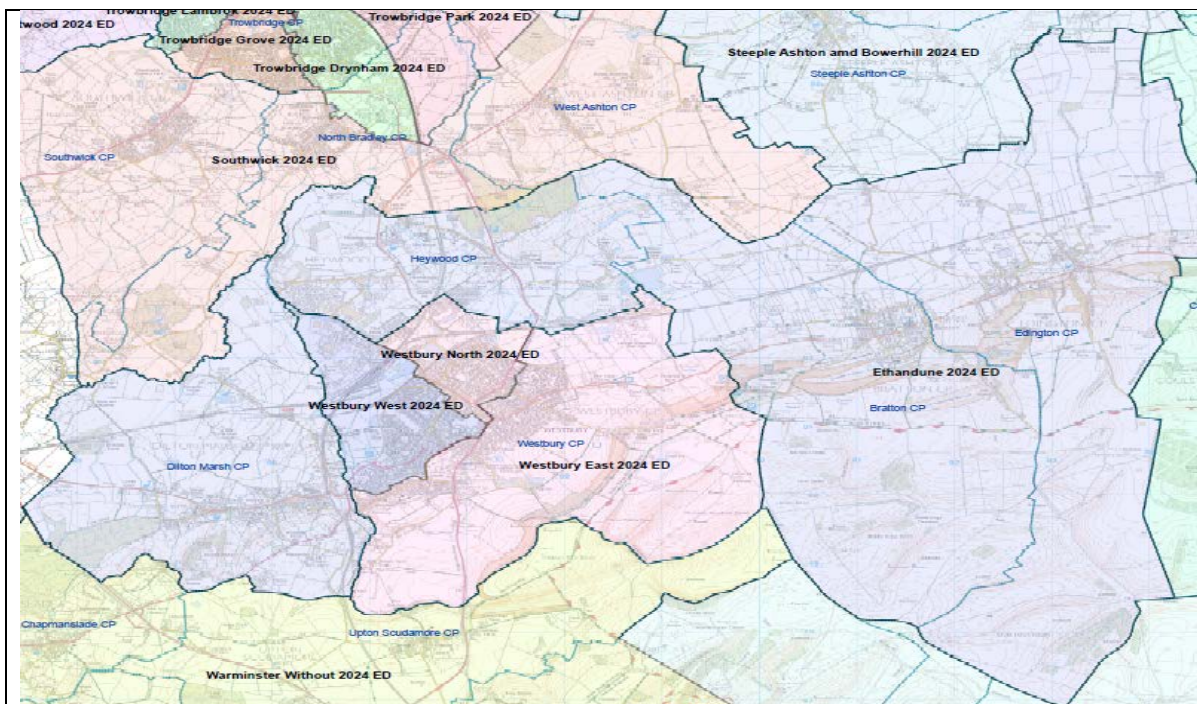
Evidence and rationale that the proposals meet the three statutory criteria

With the exception of the part of the IJ1 polling district highlighted above this Division is proposed to stay the same.

Impact on Parish Council arrangements: Westbury re-warded



Division 87				No of Councillors: <b>One</b>	
Polling district	Description of area	Parish	Old Division	Electorate 2024	
IL1	Westbury (Westbury West Ward) Part 1	Westbury	Westbury West	1743	
IL2	Westbury (Westbury West Ward) Part 2	Westbury	Westbury West	1721	
IL3	Westbury (Westbury West Ward) Part 3	Westbury	Westbury West	988	
Forecast Electorate in 2024		4453	Variance	+4%	
Evidence and rationale that the proposals meet the three statutory criteria					
With the exception of the part of the IL1 polling district highlighted above this division is proposed to stay the same.					
Impact on Parish Council arrangements: Westbury re-warded					



Division 88	No of Councillors: <b>One</b>
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Polling district	Description of area	Parish	Old Division	Electorate 2024
FB1	Heywood (Heywood Storridge Ward)	Heywood	Westbury North	272
EK1	Bratton	Bratton	Ethandune	1095
ES1	Dilton Marsh	Dilton Marsh	Ethandune	1591
EX1	Edington	Edington	Ethandune	596
FB2	Heywood (Heywood Village Ward)	Heywood	Ethandune	411

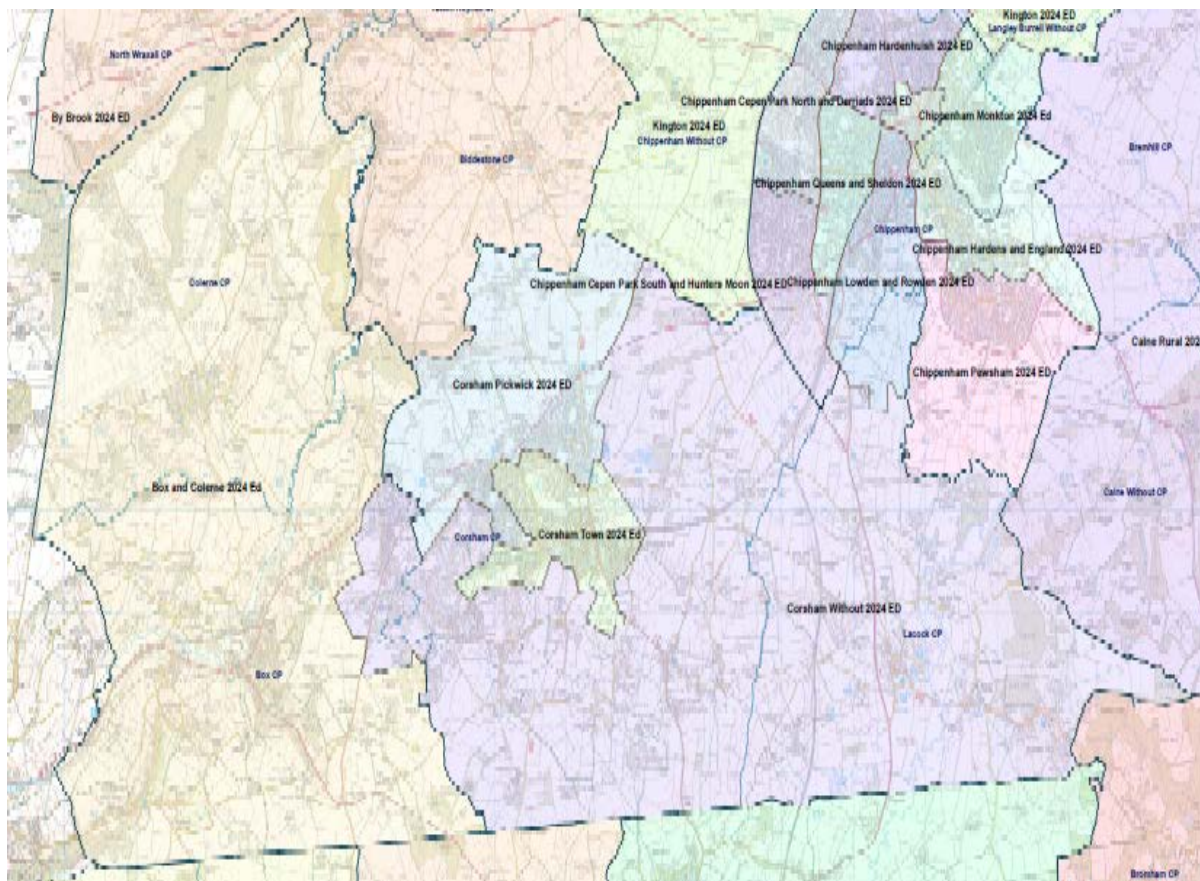
Forecast Electorate in 2024	3965	Variance	-7%
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Evidence and rationale that the proposals meet the three statutory criteria

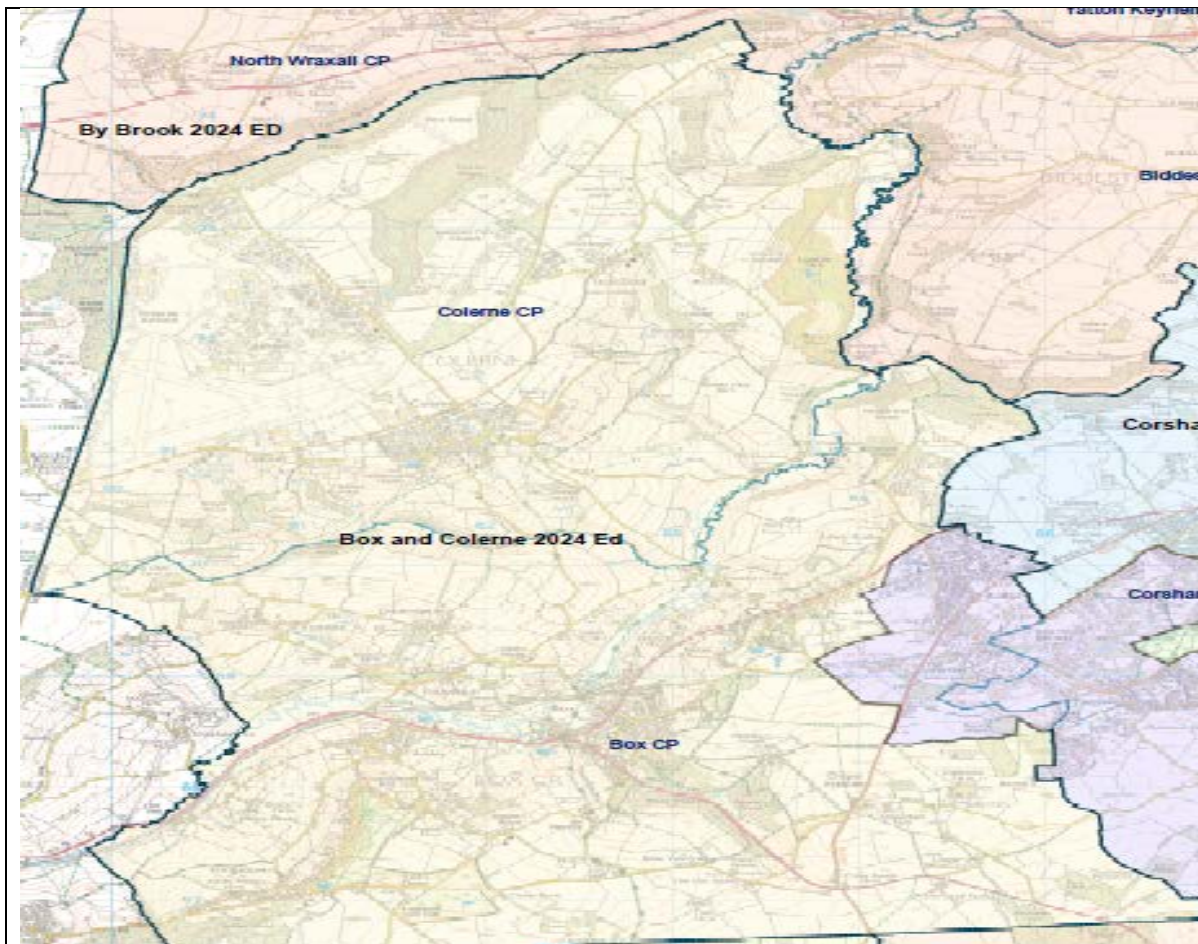
We propose to move the FB1 polling district from Westbury North into Ethandune Division. This will unite the Parish of Heywood in a single division, while there is some pressure that this should be considered at a future governance review at the moment we feel it is most appropriate not to split up a parish where we do not need to. The Parish of Coulston is proposed to be moved from Ethandune Division into the Devizes Area Board area.

Impact on Parish Council arrangements: Unward Heywood

## Corsham Area Board



The Corsham Area Board lies to the North of Melskham and South West of Chippenham. The old Roman Road along the South of the Area Board remains a curiously firm boundary in the minds of the communities on both sides of it despite no longer being a noticeable landmark in most places. We are proposing moving the new development on the edge of Chippenham inside the Corsham Area Board area into Chippenham Area Board. Aside from that we propose leaving the boundaries of the Corsham Area Board as they are, leaving the area board with 4 members.



Division 89	No of Councillors: <b>One</b>
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Polling district	Description of area	Parish	Old Division	Electorate 2024
MD1 a	Box (Box Hill Ward) Part 1	Box	Corsham Without	200
MC1	Box (Box Ward) Part 1	Box	Box and Colerne	1636
MC2	Box (Box Ward) Part 2	Box	Box and Colerne	326
NL1	Colerne	Colerne	Box and Colerne	1990

Forecast Electorate in 2024	4151	Variance	<b>-3%</b>
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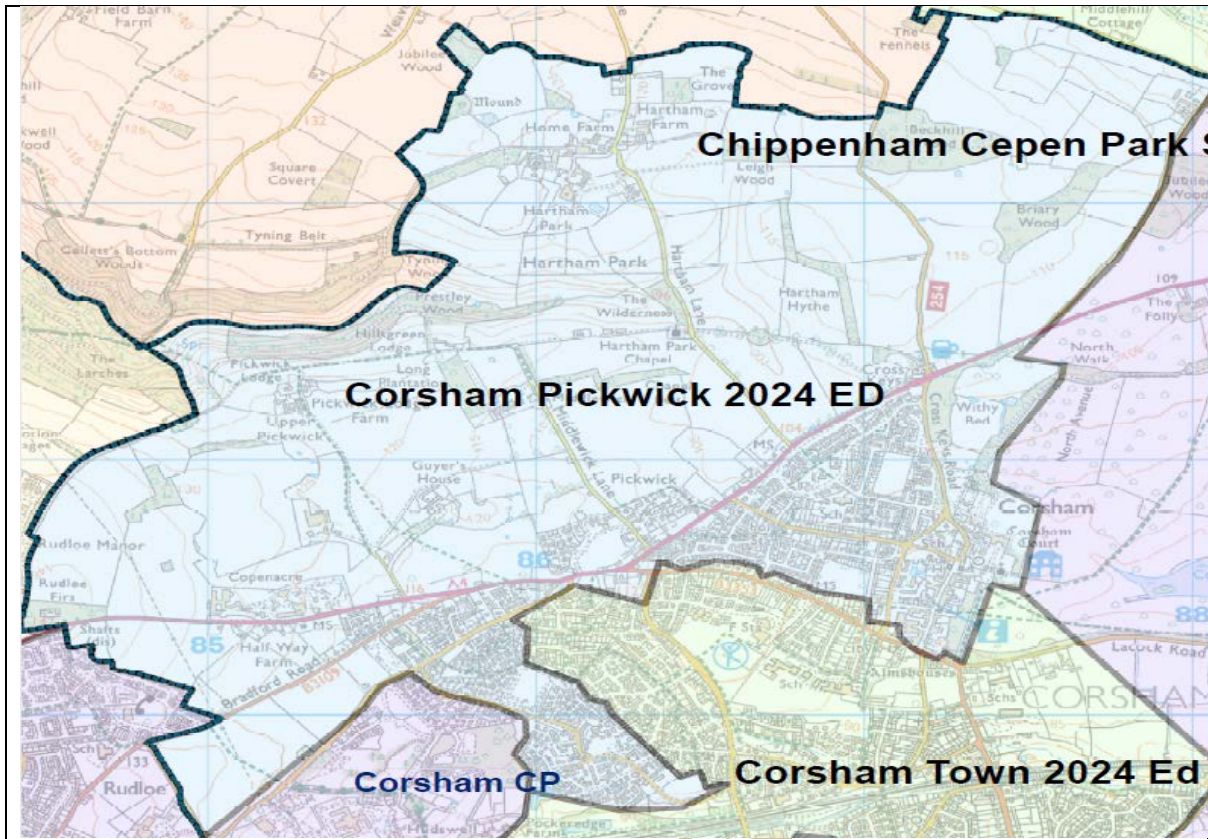
Evidence and rationale that the proposals meet the three statutory criteria

We propose moving Box Hill from Corsham Without into Box and Colerne Division. Under this proposal the Parish of Box will continue to be split between the Divisions of Box and Colerne and Corsham Without. This is the only Parish we are recommending to be split where it is not too large to be in a single division. The reasons for this are both rooted in community and geography. Colerne Parish does not have good links to the Chippenham Area Board area, the housing in Colerne is located to the South of the large parish area and links to Box. As a result we feel that Colerne should remain in a Division with Box rather than being in a division in the Chippenham area Board (geographically that is the only other option). Colerne will have 1990 electors in 2024 and at that point Box and Colerne

combined would be too large for a single division so we are left with the choice of splitting Box Parish or force fitting Colerne into a community area it does not belong to. All of the local councillors felt that splitting Box was far more preferable.

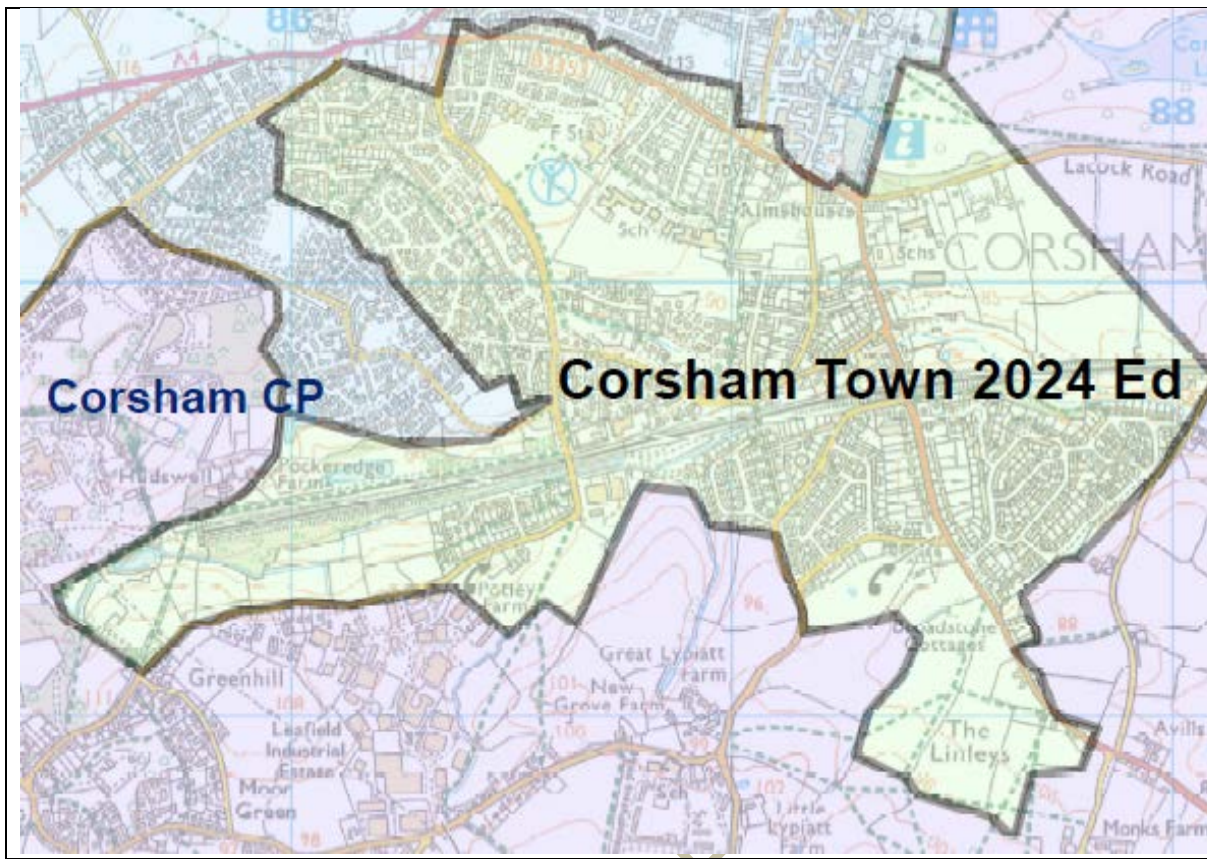
Impact on Parish Council arrangements: Box warded

COUNCIL DRAFT SUBJECT TO CHANGE

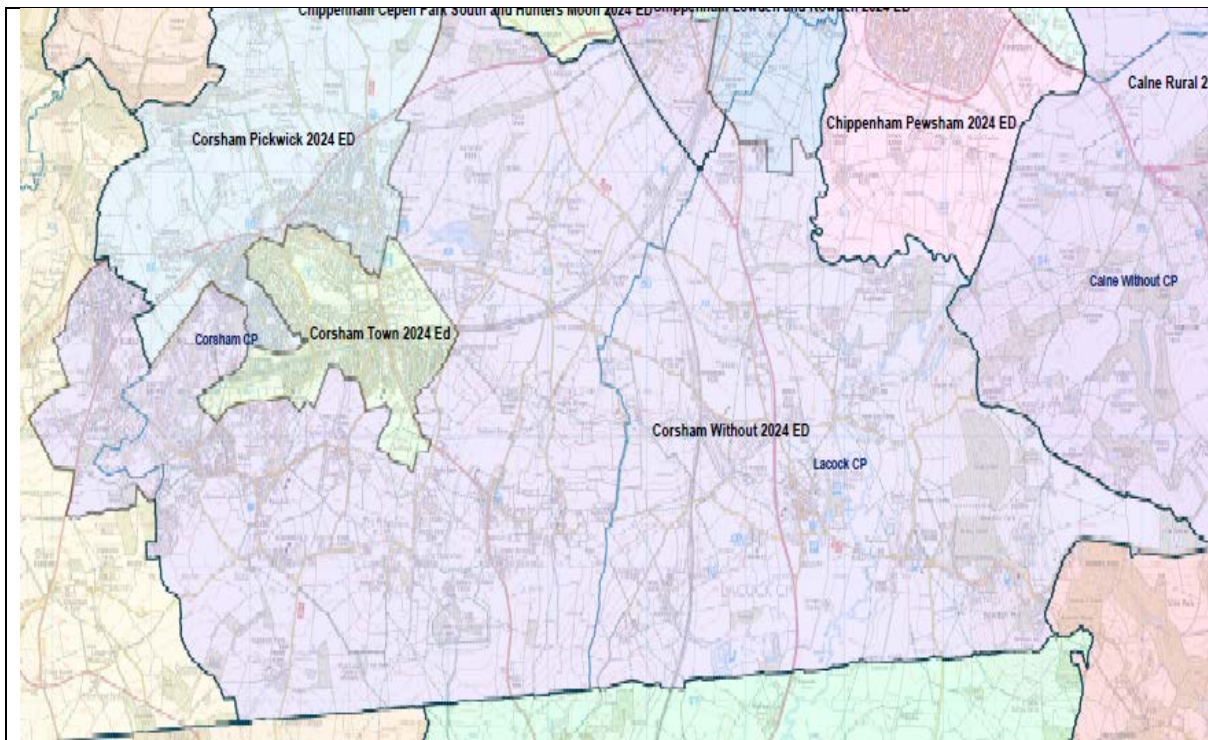


Division 90		No of Councillors: <b>One</b>	
NP1	Corsham	Corsham Pickwick	1699
NP2	Corsham	Corsham Pickwick	798
NP3	Corsham	Corsham Pickwick	1081
NP4	Corsham	Corsham Pickwick	76
NQ1	Corsham	Without to Pickwick North of Park Lane	678
a			
NQ2	Corsham	Corsham Without and Box Hill	162
Forecast Electorate in 2024		4494	Variance <b>+5%</b>
Evidence and rationale that the proposals meet the three statutory criteria			
We propose moving 678 electors from Corsham Without to Corsham Pickwick, (the new development area North of Park Lane) and moving 162 electors from Corsham Without to Corsham Pickwick from the NQ2 polling district. This is both to achieve a better community boundary on the urban edge of Corsham and electoral equality.			
Impact on Parish Council arrangements: Corsham warding			



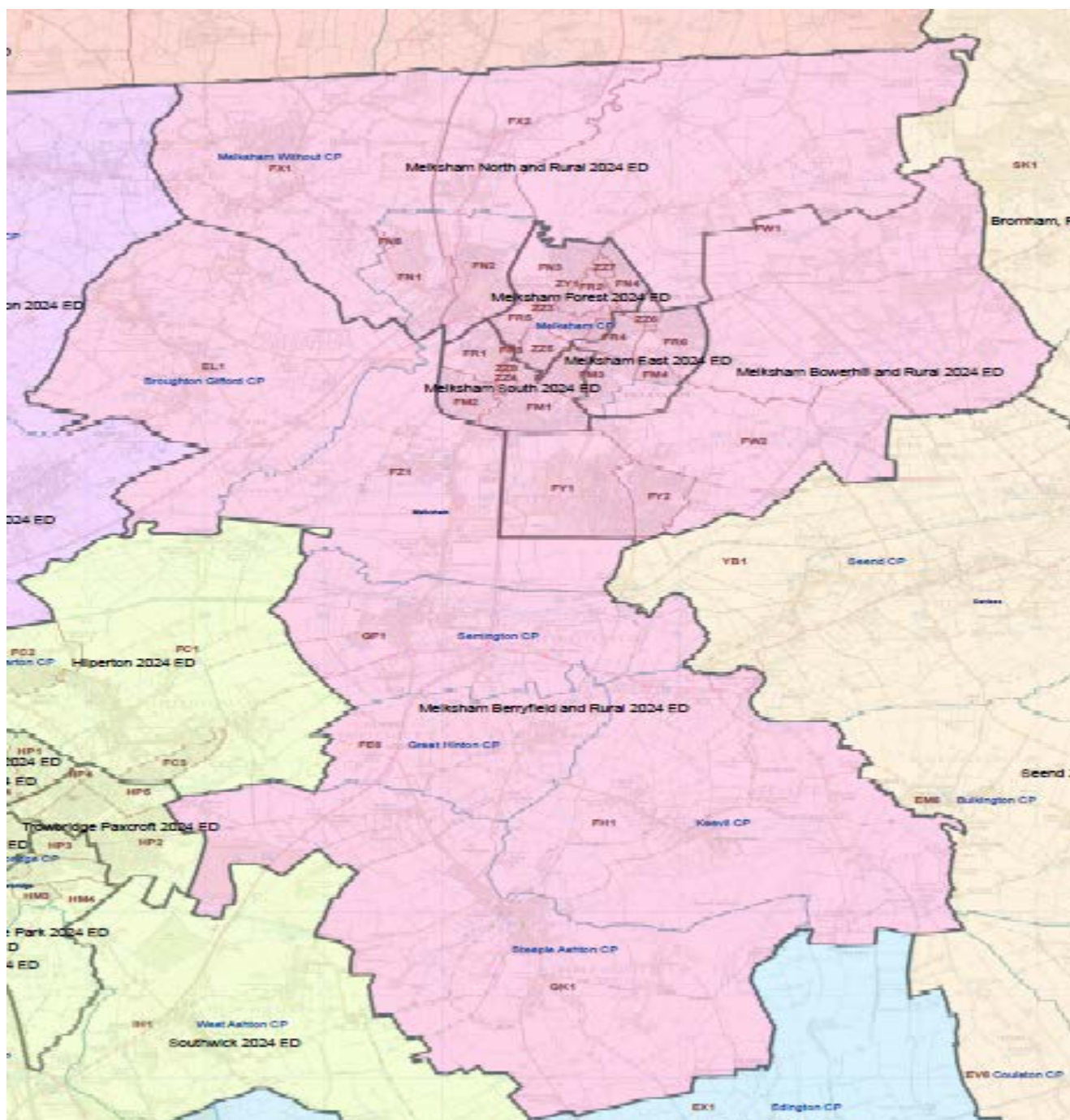


Division 91			No of Councillors: <b>One</b>	
NP 2 a	Corsham	Pickwick to Town east of polling district	560	91
NP 2 b	Corsham	Pickwick to Town Pockeredge Farm by Rail Line	0	91
NN 1	Corsham	Corsham Town	179	91
NN 2	Corsham	Corsham Town	185	91
NN 3	Corsham	Corsham Town	5	91
Forecast Electorate in 2024		4449	Variance	<b>+4%</b>
Evidence and rationale that the proposals meet the three statutory criteria				
We propose moving 560 electors from the NP2 polling district in Corsham Pickwick into Corsham Town division from the east of the polling district. This is to achieve electoral equality and better community cohesion/governance.				
Impact on Parish Council arrangements:Corsham warding				



Division 92			No of Councillors: <b>One</b>
NN 1a	Corsham	Corsham to Corsham Without	150
MD 1	Box	Corsham Without and Box Hill	922
MD 2	Box	Corsham Without and Box Hill	396
NQ 1	Corsham	Corsham Without and Box Hill	213
NR 1	Corsham	Corsham Without and Box Hill	424
NS1	Corsham	Corsham Without and Box Hill	1306
NS3	Corsham	Corsham Without and Box Hill	0
OH 1	Lacock	Corsham Without and Box Hill	973
NS2	Corsham	Box and Colerne	62
Forecast Electorate in 2024		4446	Variance <b>+4%</b>
Evidence and rationale that the proposals meet the three statutory criteria			
<p>We propose moving Box Hill from Corsham Without to Corsham Box and Colerne Division. We also propose moving 678 electors into Corsham Pickwick as outline above. The new development on the edge of Chippenham which sits in Lackock Parish we propose moving into the Chippenham Area Board. Aside from this the Division remains the same as it does now. There is a degree of compromise around the Western edge of this division but most of it sits inside the parish of Corsham and the additions of parts of Box and Lacock provide good community cohesion.</p>			
Impact on Parish Council arrangements: Corsham , Lacock and Box warding			

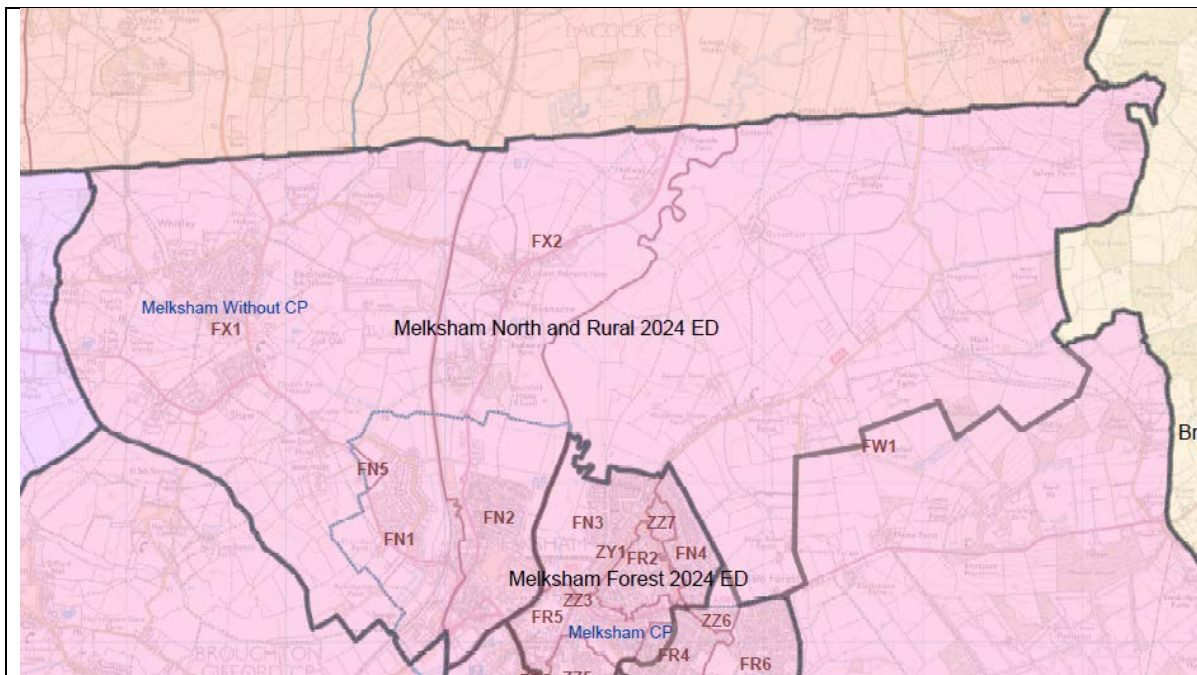
## Melksham Area Board



Melksham Area Board has proved a difficult area to identify sensible Division boundaries due to the growth of Melksham, the size of Bowerhill in Melksham Without Parish and the pressure and constraints from the Bradford on Avon Area Board area and Devizes Area Board area. We have not found a good solution to this area but have discarded many bad solutions. The proposals we are putting forward are we feel good with the exception of the Parish of Broughton Gifford which is separated from the rest of its Division by the river Avon and does not have a direct road link. We think this is a compromise which has to be made to achieve better community cohesion, particularly for Bowerhill. We also feel that the current polling districts in Melksham are no longer fit for purpose and so have proposed new

Division boundaries inside the town which give much better community cohesion and effective governance, taking into account the new development on the edge of the town. We are proposing moving the new development to the East of Melksham into divisions inside the town but we are not suggesting incorporating the new development to the South into the town. The reason for this is that the development to the south is both contiguous with Melksham and Bowerhill. We feel it has a better community link to Bowerhill and therefore should remain in divisions with Bowerhill and the Melksham Without Parish council area. We are proposing moving the Parish of Atworth into the Bradford on Avon Area Board area. Melksham itself is too large to contain 3 divisions and too small to have 4 divisions so part of the town area has got to be put into a division with part of Melksham Without Parish.

COUNCIL DRAFT SUBJECT TO CHANGE



Division 93	No of Councillors: <b>One</b>
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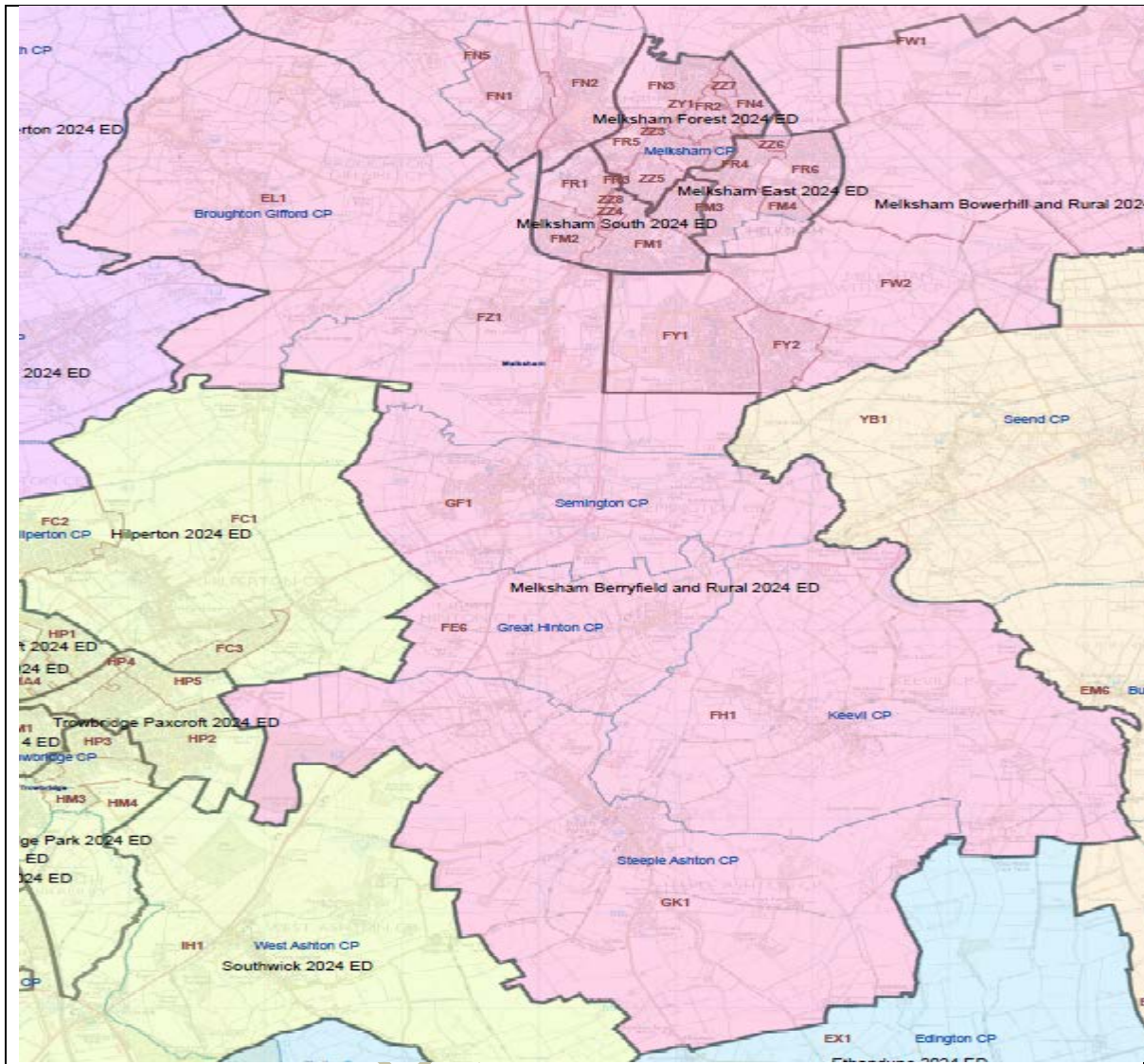
Polling districts of				
FN1	Melksham	Melksham	Melksham North	941
FN2	Melksham	Melksham	Melksham North	1,144
FN5	Melksham	Melksham	Melksham Without North	217
FW1	Melksham	Melksham Without	Melksham Without North	259
FX1	Melksham	Melksham Without	Melksham Without North	1141
FX2	Melksham	Melksham Without	Melksham Without North	290

Forecast Electorate in 2024	3991	Variance	<b>-6%</b>
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Evidence and rationale that the proposals meet the three statutory criteria

We are proposing moving the Parish of Atworth from the old Melksham Without North Division into the Bradford on Avon Area Board area to achieve electoral equality. The new division would contain the villages of Whitley, Shaw and Beanacre along with the northern part of Sandridge. All of those villages lie in the Melksham Without Parish Council. It would also contain the part of Melksham town lying North and West of the river Avon. It is felt that there are good links between this part of Melksham and the villages of Shaw and Whitley with development extending out from the town and the new country park connecting the areas together. It is acknowledged that the housing in Weavers Cross does not fit as well with this area but we are proposing to include it in the interest of electoral equality.

Impact on Parish Council arrangements: Melksham Without re-warding



Division 94 No of Councillors: **One**

Polling districts of				
EL1	Melksham	Broughton Gifford	Melksham Without North	692
FZ1	Melksham	Melksham Without	Melksham Without South	982
FE6	Melksham	Great Hinton	Summerham and Seend	167
FH1	Melksham	Keevil	Summerham and Seend	385
GF1	Melksham	Semington	Summerham and Seend	839
GK1	Melksham	Steeple Ashton	Summerham and Seend	780

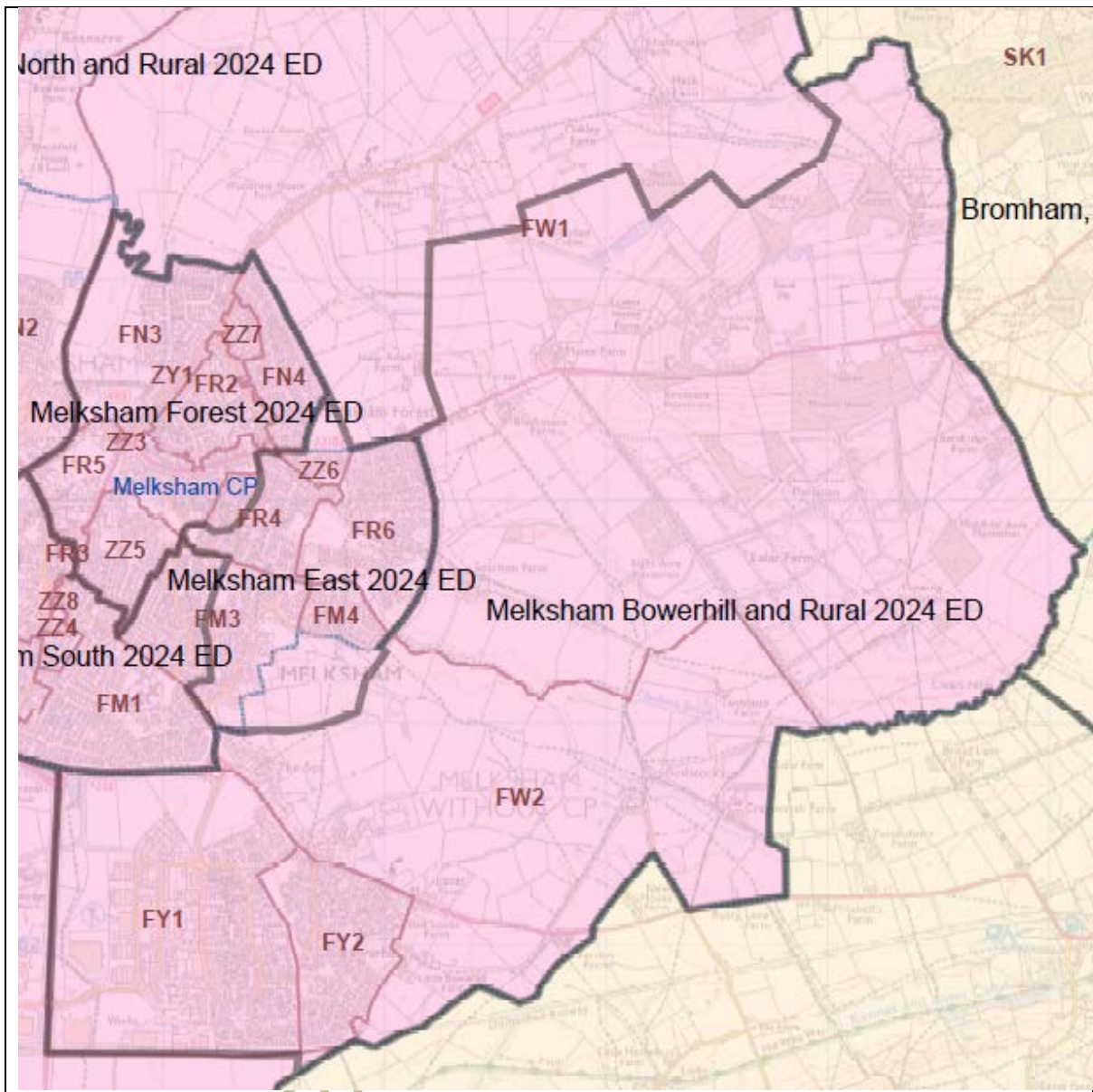
Forecast Electorate in 2024	3844	Variance	-10%
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Evidence and rationale that the proposals meet the three statutory criteria

It is proposed to create a new division containing the Parishes of Semington, Steeple Ashton, Keevil, Great Hinton, Broughton Gifford and the Berryfield area of Melksham Without Parish Council. This division would be rural in nature and meets electoral equality requirements. It also allows for the division of Bowerhill to be created, keeping that community in a single division which is considered important. There is a difficulty with Broughton Gifford being on the North of the river Avon but this is felt to be acceptable given the importance of the community of Bowerhill not being split into two or three electoral divisions.:

Impact on Parish Council arrangements: Melksham without re-warding

COUNCIL DRAFT SUBJECT TO CHANGE



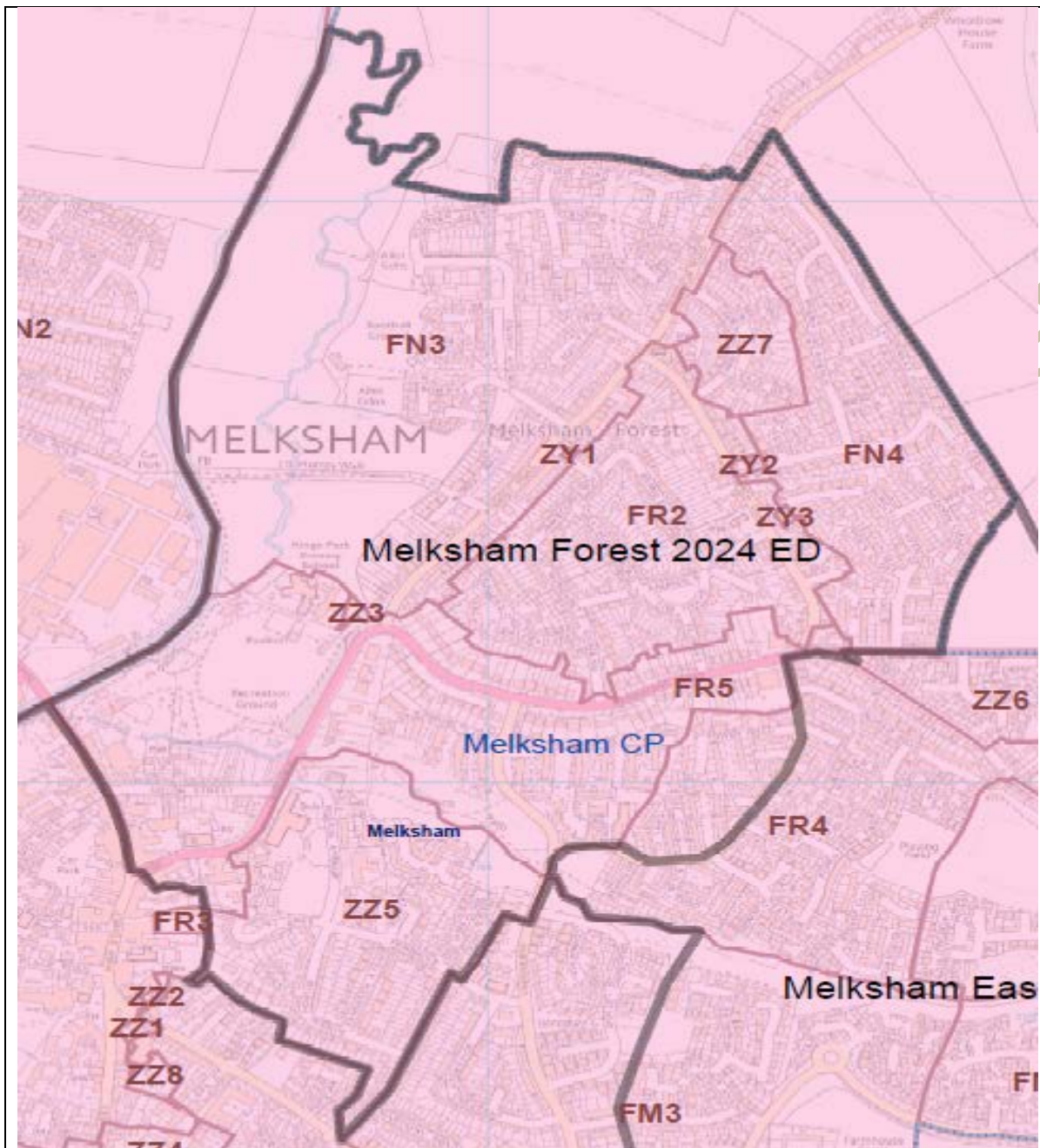
Division 95			No of Councillors: <b>One</b>	
FW1	Melksham	Melksham Without	Melksham Without North to Bowerhill	139
FW2	Melksham	Melksham Without	Melksham Without South	262
FY1	Melksham	Melksham Without	Melksham Without South	1998
FY2	Melksham	Melksham Without	Melksham Without South	1477
Forecast Electorate in 2024			3876	Variance <b>-9%</b>
Evidence and rationale that the proposals meet the three statutory criteria				



This proposed division would contain the defined community of Bowerhill and the remainder of the southern part of Sandridge. This would give both good electoral equality and community cohesion. The alternatives involved splitting up Bowerhill which was strongly opposed by local members and the Parish Council.

Impact on Parish Council arrangements: Melksham and Melk Without re-warding

COUNCIL DRAFT SUBJECT TO CHANGE



Division 96

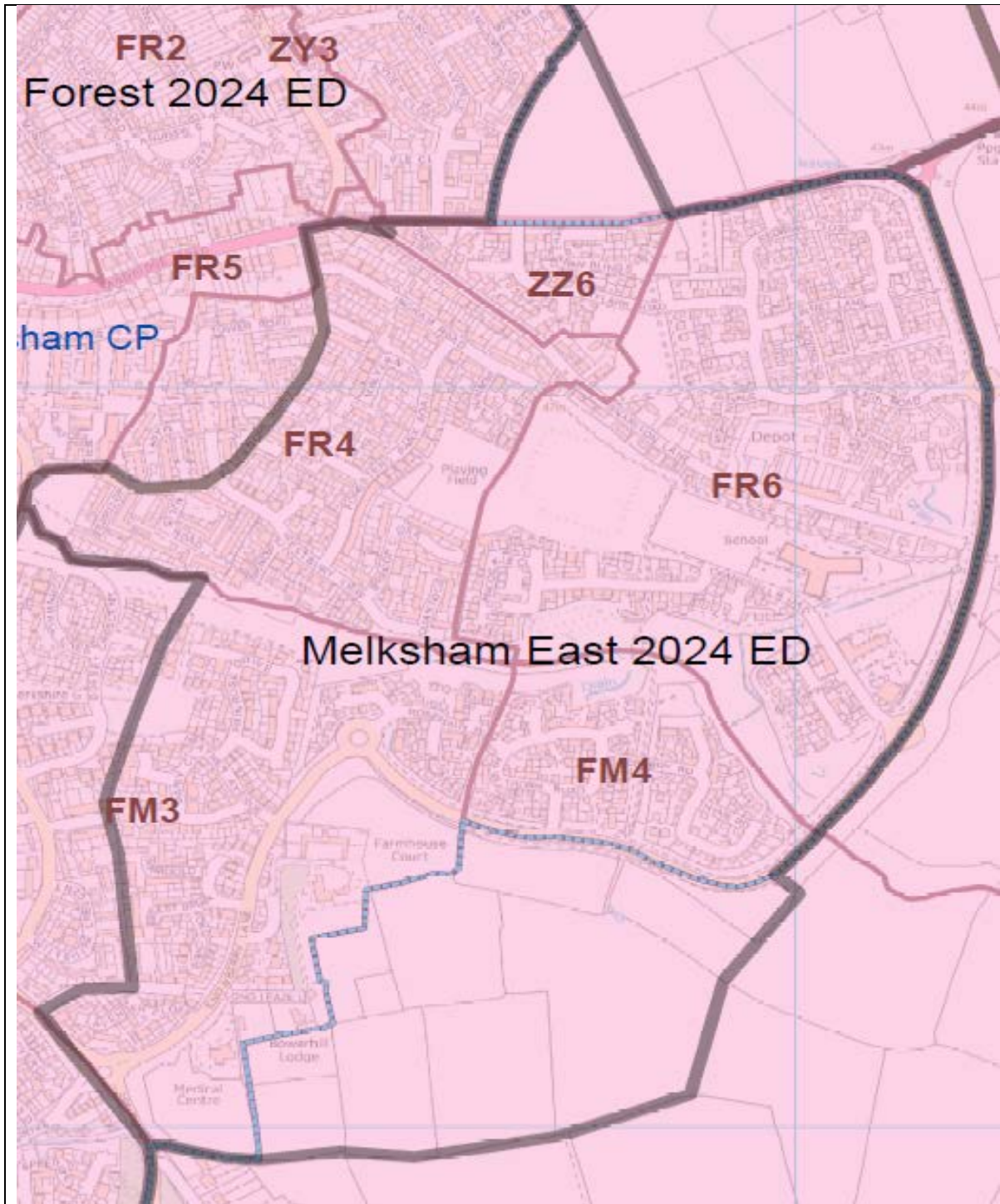
No of Councillors: **One**

**Polling districts of**

FR2	Melksham	Melksham	Melksham Central	702
FR4 a	Melksham	Melksham	Melksham Central to Melksham East	400
FR5	Melksham	Melksham	Melksham Central	711
ZY2	Melksham	Melksham	Melksham Central	4
ZY3	Melksham	Melksham	Melksham Central	6
ZZ5	Melksham	Melksham	Melksham Central	556
ZZ7	Melksham	Melksham	Melksham Central	191
FN3	Melksham	Melksham	Melksham North	1,008
FN4	Melksham	Melksham	Melksham North	767
ZY1	Melksham	Melksham	Melksham North	2
ZZ3	Melksham	Melksham	Melksham North	0

Forecast Electorate in 2024	4347	Variance	2%
Evidence and rationale that the proposals meet the three statutory criteria			
<p>This division would contain the area to the North and East of Melksham defined by the boundaries of the A3102 from the Eastern edge of Melksham (with the new development to the North of the road going into Melksham East) until Blackmore Road. It would then follow Blackmore Road to Queensway and down Queensway to Spa Road. Then up Spa Road to the High Street and then joining the A3102 again. This would preserve the community of Forest in a single division and provide much more effective community governance than that given by the current Melksham polling districts.</p>			
Impact on Parish Council arrangements: Melksham re-warded			

COUNCIL DRAFT SUBJECT TO CHANGE



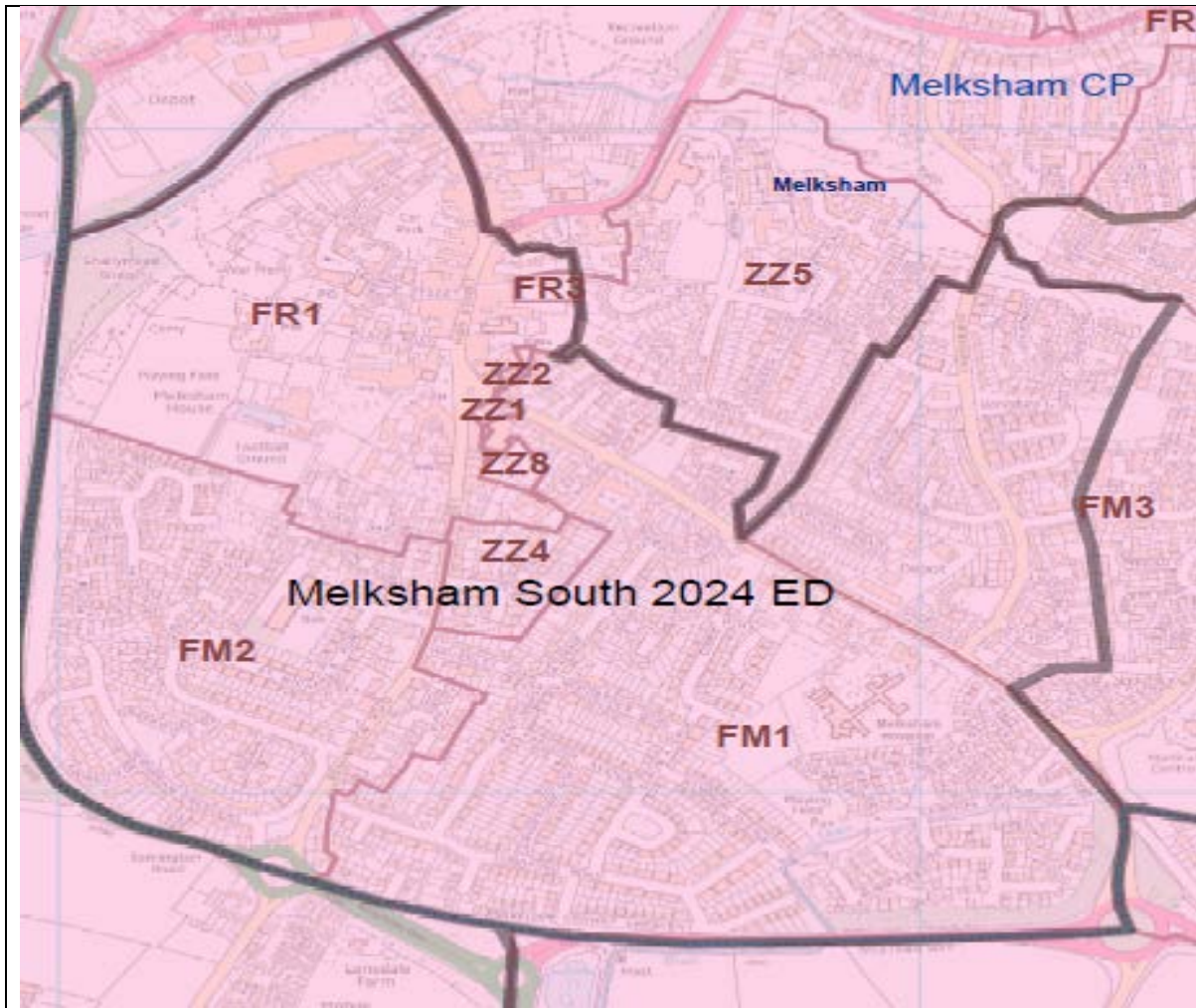
Division 97

No of Councillors:  
**One**

FR 4	Melks ham	Melksham	Melksham Central	828
ZZ 6	Melks ham	Melksham	Melksham North	198
FM 3 a	Melks ham	Melksham	Melksham South to Melksham East	629
FR 6	Melks ham	Melksham	Melksham Without North	109
FW 1 a	Melks ham	Melksham Without	Without North to Melksham Somewhere New Development	117

FM 4	Melks ham	Melksham	Melksham Without South	338
FW 2 a	Melks ham	Melksham Without	Without South to Melksham East New Development	774
Forecast Electorate in 2024		3974	Variance	-7%
Evidence and rationale that the proposals meet the three statutory criteria				
<p>This division would contain the current and new housing to the East of a line following Spa Road from the Bath Road roundabout up to Queensway, then along Queensway to Blackmore Road and up to the A3102. The boundary would then follow the A3102 but include the new housing to the north of the A3102 which it is felt will naturally look to the south and not the north due to its design.</p>				
Impact on Parish Council arrangements: Melksham re-warded				

COUNCIL DRAFT SUBJECT TO CHANGE



Division 98	No of Councillors: <b>One</b>
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Polling districts of				
FR1	Melksham	Melksham	Melksham Central	454
FR3	Melksham	Melksham	Melksham Central	40
ZZ4	Melksham	Melksham	Melksham Central	137
ZZ8	Melksham	Melksham	Melksham Central	0
FM1	Melksham	Melksham	Melksham South	1,843
FM2	Melksham	Melksham	Melksham South	931
FM3	Melksham	Melksham	Melksham South	800
ZZ1	Melksham	Melksham	Melksham South	10
ZZ2	Melksham	Melksham	Melksham South	0

Forecast Electorate in 2024	4216	Variance	-1%
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Evidence and rationale that the proposals meet the three statutory criteria

This division would consist of Melksham Town south of a line drawn by Spar Road from the Bath Road Roundabout up to the High Street and then the A3102. This would be a good defined geographic area and allow for more effective community governance than the current confused set of polling districts.

Impact on Parish Council arrangements: Melksham and Melksham Without re-warded

COUNCIL DRAFT SUBJECT TO CHANGE

## Appendix 1 – Electoral Division Summary

Name of Division	Number of Cllrs per Division	Electorate 2024	Variance 2024 (%)
Division 1	1	4245	0
Division 2	1	4321	+1
Division 3	1	4479	+5
Division 4	1	4577	+7
Division 5	1	4643	+9
Division 6	1	4669	+10
Division 7	1	4675	+10
Division 8	1	4671	+10
Division 9	1	4528	+6
Division 10	1	4547	+7
Division 11	1	4161	-2
Division 12	1	4272	0
Division 13	1	4690	+10
Division 14	1	3883	-9
Division 15	1	4323	+1
Division 16	1	4110	-4
Division 17	1	4115	-3
Division 18	1	4589	+8
Division 19	1	4609	+8
Division 20	1	4167	-2
Division 21	1	4074	-4
Division 22	1	4011	-6
Division 23	1	4630	+9
Division 24	1	4638	+9
Division 25	1	4737	+11
Division 26	1	4266	0
Division 27	1	3876	-9
Division 28	1	4039	-5

Name of Division	Number of Cllrs per Division	Electorate 2024	Variance 2024 (%)
Division 29	1	4001	-6
Division 30	1	3969	-7
Division 31	1	4272	0
Division 32	1	3876	-9
Division 33	1	3952	-7
Division 34	1	4653	+9
Division 35	1	4635	+9
Division 36	1	4593	+8
Division 37	1	4161	-2
Division 38	1	4117	+3
Division 39	1	3930	-8
Division 40	1	4538	+6
Division 41	1	4383	+3
Division 42	1	4425	+4
Division 43	1	4497	+5
Division 44	1	4174	-2
Division 45	1	4277	0
Division 46	1	4167	-2
Division 47	1	4102	-4
Division 48	1	4136	-3
Division 49	1	4041	-5
Division 50	1	4276	0
Division 51	1	4131	-3
Division 52	1	4176	-2
Division 53	1	4002	-6
Division 54	1	4039	-5
Division 55	1	4088	-4
Division 56	1	4349	+2



Name of Division	Number of Cllrs per Division	Electorate 2024	Variance 2024 (%)
Division 57	1	4112	-4
Division 58	1	4399	+3
Division 59	1	4259	0
Division 60	1	3980	-7
Division 61	1	4170	-2
Division 62	1	3940	-8
Division 63	1	4242	0
Division 64	1	4204	+1
Division 65	1	4545	+7
Division 66	1	4296	+1
Division 67	1	4091	-4
Division 68	1	4508	+6
Division 69	1	4279	0
Division 70	1	4413	+3
Division 71	1	4251	0
Division 72	1	4535	+6
Division 73	1	4432	+4
Division 74	1	4016	-6
Division 75	1	4382	+3
Division 76	1	4317	+1
Division 77	1	4435	+4
Division 78	1	3978	-7
Division 79	1	4055	-5
Division 80	1	4057	-5
Division 81	1	3824	-10
Division 82	1	4211	-1
Division 83	1	4240	-1
Division 84	1	4160	-2

Name of Division	Number of Cllrs per Division	Electorate 2024	Variance 2024 (%)
Division 85	1	4490	+5
Division 86	1	4356	+2
Division 87	1	4453	+4
Division 88	1	3965	-7
Division 89	1	4151	-3
Division 90	1	4494	+5
Division 91	1	4449	+4
Division 92	1	4446	+4
Division 93	1	3991	-6
Division 94	1	3844	-10
Division 95	1	3876	-9
Division 96	1	4347	+2
Division 97	1	3974	-7
Division 98	1	4216	-1

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**Wiltshire Council**

**Full Council**

**16 October 2018**

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## **Polling District and Polling Place Review**

### **Summary**

The Council is required by the Electoral Registration and Administration Act 2013 to undertake a compulsory review of UK Parliamentary polling districts and polling places which must be started and completed between 1 October 2018 and 31 January 2020 (inclusive).

This report sets out a proposal to amend the terms of reference for the Electoral Review Committee to consider the issues raised in such a review and to make recommendations to full Council.

### **Proposal**

#### **It is recommended that:**

- a) the Council notes the current position regarding the requirement to conduct the Polling District and Polling Place Review within the statutory timescales.
- b) the Electoral Review Committee, comprising 10 members, progresses the Polling District and Polling Place Review on behalf of the Council and formulates recommendations to the Council for approval.
- c) the terms of reference for the Electoral Review Committee are amended as set out in the Appendix to this report.
- d) the Council approves, as a one-off funding, use of the Enabling Fund Earmarked Reserve for the provision of any additional resources required for this programme of work.

### **Reason for Proposal**

The Electoral Review Committee will have an understanding of polling district and polling places as part of the current Electoral Review and how changes to those boundaries may impact on polling districts.

**Dr Carlton Brand**  
**Corporate Director**

## Wiltshire Council

### Full Council

16 October 2018

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#### Purpose of Report

1. To set out reasoning for the Electoral Review Committee to take on additional responsibility for overseeing the polling district and polling place review, and update the Committee's Terms of Reference accordingly.

#### Background

2. The Electoral Registration and Administration Act 2013 amended the Representation of the People Act 1983 to require the Council to undertake regular reviews of both polling districts and polling places within its area.
  - A polling district is a geographical sub-division of an electoral area, (an electoral area being a UK Parliamentary constituency, a European Parliamentary electoral region, a parish, parish ward or an electoral division).
  - A polling place is the building or area in which polling stations will be selected by the Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district.
  - A polling station is the actual area where the process of voting takes place, and must be located within the polling place designated for the particular polling district. The Returning Officer for the particular election must provide a sufficient number of polling stations, and allocate the electors to those polling stations in such manner as he or she thinks the most convenient.
3. The purpose of such a review is ensure that all electors have reasonably practicable facilities for voting and that polling places are reasonably accessible to electors who are disabled. The review will need to be completed by 31 January 2020.
4. The Act requires the Council to publish notice of a Polling District and Polling Place review and to consult both the (Acting) Returning Officer for Parliamentary elections and persons whom the Council considers have particular expertise in relation to access to premises or facilities for persons who have disabilities. In addition, anyone may comment on the review.
5. The Council has already set up an Electoral Review Committee to make representations to the Local Government Boundary Commission on the future size of the Council and the electoral divisions within it. It therefore seems appropriate for this Committee to be additionally responsible for overseeing the polling district and polling place review and that the terms of reference of the Committee be amended accordingly.

### **Safeguarding Implications**

6. There are no specific safeguarding implications associated with this report

### **Public Health Implications**

7. There are no specific public health implications associated with this report.

### **Environmental and Climate Change Considerations**

8. There are no specific environmental and climate change considerations associated with this report

### **Equalities Impact of the Proposal**

9. The prescribed procedures for conducting a review of polling districts and polling places requires the Council to specifically seek representations from people in relation to the accessibility of premises for those with disabilities.

### **Risk Assessment**

10. If the Council does not properly resource its role in the review, there is a significant risk for the Council will not be able to discharge its responsibilities in relation to the conduct of the review.

### **Financial Implications**

11. Considering the amount of work that will be required and the associated timeline, this programme will need to be adequately resourced. Budgetary provision will be made available from the 'Enabling Fund' Earmarked Reserves to resource this programme of work.

### **Legal Implications**

12. The Polling District and Polling Place Review is a statutory process as detailed in the Representation of the People Act 1983, as amended by the Electoral Registration and Administration Act 2013. The review has to be completed by 31 January 2020.

**Dr Carlton Brand**  
**Corporate Director**

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Report Author: Caroline Rudland, Head of Electoral Services

### **Background Papers**

Electoral Commission Guidance on Polling District and Polling Places Review (link below)

<https://www.electoralcommission.org.uk/i-am-a/electoral-administrator/polling-place-reviews>

**Appendix – Electoral Review Committee – Terms of Reference**

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## Appendix

### Electoral Review Committee

#### Terms of Reference

##### 1) Composition

- a) The Committee shall consist of 10 members appointed in accordance with the rules on political proportionality.
- b) The Committee shall appoint a chairman and vice chairman from among its membership .

##### 2) Responsibilities

- a) To oversee the provision of information required by the Local Government Boundary Commission for England in carrying out its Electoral Review of Wiltshire, including any consultation arrangements with electors or other stakeholders;
- b) To update full Council on the progress of the Electoral Review;
- c) To make recommendations to full Council on proposed submissions to the LGBCCE relating to
  - i) The total number of councillors on Wiltshire Council;
  - ii) The number and boundaries of electoral divisions within Wiltshire Council;
  - iii) The number of councillors to be returned by any electoral division;
  - iv) The name of any electoral division;
- d) To determine on a case by case basis whether any requests for community governance reviews should be progressed during the Electoral Review and if so
  - i) to make recommendations to Council accordingly
  - ii) to oversee any community governance reviews that are to proceed and to make recommendations to Council on the outcomes of such reviews.
- e) To provide such further advice and support as may be requested by the Council related to or impacted upon by the Electoral Review.
- f) To oversee the provision of information required in carrying out the Polling District and Polling Place Review, including any consultation arrangements with electors or other stakeholders;
- g) To make recommendations to Council on the proposed Polling Districts and Polling Places.

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**Wiltshire Council**

**Council**

**16 October 2018**

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## **Gambling Act 2005 – Statement of Gambling Principles**

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### **Summary**

This report describes the work undertaken to develop a revised Statement of Gambling Principles (2019-2021) for Wiltshire Council.

Following the Licensing Committee's consideration of the revised Statement of Gambling Principles on 3rd September 2018, the committee approved the policy and referred it on to Council for approval.

### **Proposal**

#### **It is recommended:**

- That Council approves the Statement of Gambling Principles (2019 - 2021) (Appendix 1) under Gambling Act 2005.

### **Reason for Proposal**

The Council must review its Statement of Gambling Principles every three years. The Policy is due for review and must be consulted on and approved by Council prior to it being published and coming into force.

**Carlton Brand**  
**Corporate Director**

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**Gambling Act 2005 – Statement of Gambling Principles**

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**Purpose of Report**

1. The Council must review its Statement of Gambling Principles every three years. The Policy is due for review and must be consulted on and approved by Council prior to being published and coming into force. Following amendments considered by the Licensing Committee on 3<sup>rd</sup> September 2018 a final draft version of the Licensing Policy is submitted to Council for approval.

**Relevance to the Council’s Business Plan**

2. “People in Wiltshire work together to solve problems locally and participate in decisions that affect them”.

“People are protected from harm as possible and feel safe”

**Main Considerations for the Council**

3. It is a statutory requirement that the Statement of Gambling Principles must be approved by Council as this is not a function that can be delegated to the Licensing Committee.

**Background**

4. Wiltshire Council is the Licensing Authority, and is required to discharge its responsibilities in relation to the Gambling Act 2005 with a view to promoting the three licensing objectives, namely:
  - Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime,
  - Ensuring that gambling is conducted in a fair and open way,
  - Protecting children and other vulnerable persons from being harmed or exploited by gambling.

The Gambling Act 2005 was designed to be light touch legislation covering a number of “licensable activities”. Such activities are defined within this Act.

Social responsibility is an important element of the Statement of Gambling Principles and we have taken this into consideration following the new guidance from the Gambling Commission.

5. In order for the Licensing Authority to discharge its licensing functions it is required to draw up a Statement of Gambling Principles in relation to the Gambling Act 2005. This policy is to be reviewed every three years and be the subject to a consultation process.
6. A report on 4<sup>th</sup> June 2018 sought the Licensing Committee's support for consultation on the draft Statement of Gambling Principles. The Act provides that functions in relation to the three year Statement of Gambling Principles cannot be delegated but must be approved by Council.
7. An eight week consultation on the draft policy took place from 13<sup>th</sup> June 2018 – 8<sup>th</sup> August 2018. Two responses were received during the consultation. One was from Wiltshire Council's Planning Department asking to include within the statement that planning permission may be required for certain structural changes required in the premises to mitigate Local Area Risks. One was from William Hill who disagreed with the list of 'significant changes' that had been stated within the statement as things to consider, they also pointed out an error that had been made in relation to Gaming Machines.
8. Subsequent amendments were made to the Council's draft Statement of Gambling Principles to be considered by the Licensing Committee on 3rd September 2018. At that meeting the committee approved the revised policy and referred it on to Council for approval.
9. The Statement of Gambling Principles is a document setting out the Council's proposals to ensure a balanced approach towards the licensing of gambling premises. The revised Policy has been based on the requirements of the Act and includes changes as a result of either new or amended legislation, regulations or guidance issued by the Secretary of State.

### **Safeguarding Implications**

10. One of the key objectives of the Gambling Act 2005 is 'The Protection of Children from Harm': Wiltshire Council's Children's Services Department has been designated as the Responsible Authority under the Gambling Act 2005. In this capacity they are required to ensure that decisions about licensing are taken with due regard to the need to safeguard and promote the welfare of children.

### **Public Health Implications**

11. The Licensing and Public Health teams work together within the Council to ensure that the health implications of gambling are considered.

### **Environmental and Climate Change Considerations**

12. There is minimal environmental impact of these proposals.

### **Equalities Impact of the Proposal**

13. The impact of these proposals is assessed as 'low' against the Council statutory responsibilities. There are potential implications with respect to human rights.

### **Risk Assessment**

14. Licensing is a statutory undertaking. Should the proposals in this report not be adopted it would leave Wiltshire Council in a position of being unable to effectively undertake its statutory responsibilities and functions under the Gambling Act 2005.

### **Risks that may arise if the proposed decision and related work is not taken**

15. Criticism of the Council and thus compromise the reputation of Wiltshire Council.

### **Financial Implications**

16. There are no additional financial implications of the proposals contained within this report.

### **Legal Implications**

17. As stated, the Council is required under the Gambling Act 2005, to prepare and publish a Statement of Gambling Principles in relation to the exercise of its functions under the Gambling Act 2005. Once adopted, the Statement of Gambling Principles must be regularly reviewed and is a material consideration to be taken into account when the Council is exercising any of its functions under the Gambling Act 2005. When preparing its Statement of Gambling Principles, the Council is required to consult the Police, Persons representing gambling businesses and Persons representing the interests of the people likely to be affected by Gambling. In accordance with the Gambling Act 2005 and the Council's constitution, the Statement of Gambling Principles must be approved by Council.
18. The Licensing Authority is a high profile regulatory service important for protecting the public but also for ensuring the balance between development of the leisure industry and economic viability and the protection of communication. The fair application of licensing functions is critical for the reputation of the Council and for building trust and confidence in its service provision.

### **Conclusions**

19. The adoption of a revised Statement of Gambling Principles by 1<sup>st</sup> January 2019 is a statutory requirement.

## **Proposal**

20. That Council approves the Statement of Gambling Principles (2019 - 2021) under Gambling Act 2005 (Appendix 1) to come into effect from 1<sup>st</sup> January 2019.

**Carlton Brand**  
**Corporate Director**

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Report Author: Linda Holland

Linda Holland Licensing Manager Public Protection  
3<sup>rd</sup> October 2018

## **Background Papers**

- Gambling Act 2005
- Gambling Commissions Guidance to Local Authorities 4<sup>th</sup> Edition
- Gambling Commissions Strengthening Social Responsibility
- Gambling Commissions Guidance to Local Authorities 5<sup>th</sup> Edition (in consultation)
- Wiltshire Council's Current Gambling Statement of Principles

## **Appendix**

1. Wiltshire Council Statement of Gambling Principles 2019 - 2021
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# Wiltshire Council

## Gambling Act 2005

### Statement of Principles

2019 - 2021

**DRAFT**

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## 1.0 Introduction

Wiltshire is a predominantly rural county with a population of approximately 488,400, situated in the Southwest of England. Wiltshire council is made up of 18 area boards and has 98 Elected Officials.

Although centrally divided by the large expanse of Salisbury Plain there are highly populated areas such as Salisbury, Chippenham and Trowbridge contrasting the many hamlets and villages spread across the county.

Wiltshire is a county with 44% of it being made up of areas of outstanding beauty. It is home to world renowned cultural and heritage destinations such as Stonehenge and Avebury Stone Circle as well as a number of National Trust properties and other important stately and country homes. It is also home to internationally established World of Music Arts and Dance Festival (WOMAD) along with a number of other long established festivals.

There are currently 43 Licensed Gambling Premises in Wiltshire comprising of; two Bingo Halls, six Adult Gaming Centres, 34 Betting Shops and Salisbury Race Course. There are also two Unlicensed Family Entertainment Centres and a number of premises who hold Gaming Machine Permits (31) and two Club Gaming Permits.



## 2.0 Overview

The Gambling Act 2005 provides the regime for the licensing and regulation of commercial gambling in the UK. It is intended to regulate the provisions for gambling and the use of premises for gambling.

The Act defines three types of gambling;

- Gaming,
- Betting, and
- Promoting a lottery.

A variety of licences and permits allow for these gambling activities to take place.

The task of granting these is shared between the Gambling Commission and Licensing Authorities. The Gambling Commission approves the operating and personal licences; the Licensing Authorities approve the premises licences and other permissions.

It should be noted that it falls to the Gambling Commission to licence remote gambling, via operating licences.

When carrying out its responsibilities in relation to the Gambling Act 2005, this Licensing Authority will always take into account the three licensing objectives;

- preventing gambling from being a source of crime and disorder, being associated with crime and disorder or being used to support crime,
- ensuring that the gambling is conducted in a fair and open way, and
- protecting children and other vulnerable persons from being harmed or exploited by gambling.

Wiltshire Council Licensing Officers recognise the potential impact that gambling could have on the communities of Wiltshire and will seek to maintain safe environments for the communities of Wiltshire. We will work closely with Partner Agencies, Premises Licence Operators /Holders to not only assist with the growing local economy but to also ensure that together we do all we can to protect vulnerable persons from harm.

### 2.1 Statement of Gambling Principles

This Licensing Authority's approach to exercising its functions under the Gambling Act 2005 is set out in this 'Gambling Statement of Principles'.

It is a requirement of the Gambling Act 2005 to publish and consult on a statement of the principles which we propose to apply when exercising our functions. This policy statement will remain responsive to emerging risks and can be reviewed at any time prior to the statutory three year deadline.

In reviewing this Statement of Principles all necessary bodies and relevant stakeholders were consulted. The consultation process was conducted between

June and August by way of direct communication to those identified and also via publication on Wiltshire Council's website. A list of those consulted is available from this Licensing Authority on request.

It should be noted that this statement of principles does not override the right of appropriate persons to make an application, make representations about an application, or apply for a review of a licence, in accordance with the statutory requirements of the Gambling Act 2005.

## 2.2 Licensing Authority Functions

The functions, under the Gambling Act 2005, will be carried out by the Licensing Committee, the Licensing Sub-Committee, and/or Officers acting under the delegated authority of Wiltshire Council.

Licensing Authorities are required under the Gambling Act 2005 to:-

- Be responsible for the licensing of premises where gambling activities are to take place by issuing Premises Licences;
- Issue Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines;
- Regulate Members' Clubs and Miners' Welfare Institutes who wish to undertake certain gaming activities by issuing Club Gaming Permits and/or Club Machine Permits;
- Issue Club Machine Permits to Commercial Clubs;
- Grant Permits for the use of certain lower stake gaming machines at Unlicensed Family Entertainment Centres;
- Issue Prize Gaming Permits;
- Register Small Society Lotteries below prescribed thresholds;
- Receive notifications from Alcohol Licensed Premises (under the Licensing Act 2003) for the use of two or fewer gaming machines;
- Receive and Endorse Temporary Use Notices;
- Receive Occasional Use Notices;
- Issue Provisional Statements;
- Provide information to the Gambling Commission regarding details of licences issued;
- Maintain registers of the permits and licences that are issued under these functions.

When regulating gambling within Wiltshire, the Licensing Authority will take into consideration the interests of the public, guidance from the Gambling Commission and the three licensing objectives; but will not take into account demand, need or moral objections for gambling when considering applications submitted. The premises location, layout and size are factors that will be considered, along with the style of the operation.

## 2.3 Delegated Powers

Wiltshire Council Licensing Officers will be responsible for issuing licences and permits for applications where no representations were received; and when representations were received but it was agreed upon by all parties that it would be unnecessary for a hearing to take place.

Wiltshire Council Licensing Officers will also be responsible for determining whether a Licensing Sub-Committee is needed to decide upon applications and reviews of premises licences or permits when representations have been received. For those instances where representations have been made by an Interested Party and/or a Responsible Authority a hearing will be arranged and a Licensing Sub-Committee will sit to determine the outcome of the application.

The Licensing Sub-Committee will be made up of three Councillors from the Licensing Committee. Councillors from the same area as the application will not be able to sit on that Licensing Sub-Committee for that hearing.

For the full table of Delegated Powers see Appendix A.

## 2.4 Exchange of Information

Wiltshire Council Licensing Authority will act in accordance with the provisions of the Gambling Act 2005 in relation to the exchange of information; it will also ensure that the Data Protection Act 2018 is not contravened.

As permitted in the Gambling Act 2005, this Licensing Authority will work closely with and share information with Wiltshire Police, HM Revenues and Customs, the Secretary of State and other Enforcement Officers.

Those wishing to make a representation will be informed that their details will be forwarded to the Applicants, in accordance with the Local Government Act 1972 and the Freedom of Information Act 2000, in order to allow negotiation between the parties. If a hearing is held it should be noted that their details will form part of the public document.

## 2.5 Declaration

In producing the final Statement of Gambling Principles, Wiltshire Council Licensing Authority declares that it has considered the licensing objectives of the Gambling Act 2005, guidance issued by the Gambling Commission and any responses from those consulted.

### 3.0 Licensing Objectives and Social Responsibility

This Licensing Authority will have regard to the licensing objectives as set out in the Gambling Act 2005 when exercising our functions.

The licensing objectives are:-

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime,
- Ensuring that gambling is conducted in a fair and open way, and
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

There is an expectation that gambling operators work together with this Licensing Authority to ensure compliance with the licensing objectives. If an Operator fails to satisfy the Licensing Authority that risks are sufficiently mitigated, it may be considered appropriate for there to be a review.

An individual is responsible for their own gambling; however this Licensing Authority wishes to stress that although it acknowledges this, it also recognises that the Applicant/Operator has a “duty of care” to patrons.

#### 3.1 Preventing gambling from being a source of crime and disorder, being associated with crime and disorder or being used to support crime

The Gambling Commission will take the lead role in the prevention of gambling being a source of crime. The Gambling Commission are responsible for ensuring the suitability of an operator before issuing an operating licence.

If this Licensing Authority becomes aware of any information whilst carrying out its delegated functions, which could question the appropriateness of an applicant, it will ensure that this information is shared with the Gambling Commission.

The location of a premises will be given great consideration by this Licensing Authority when looking at promoting this licensing objective. If there are concerns over a premises location, due to problems with disorder or high crime levels for example; in order to prevent that premises from becoming a source of crime, this Licensing Authority will consider whether additional conditions should be attached to the licence. While determining the additional conditions consideration will be given to the operator’s own risk assessment and/or the local area profile for that area.

If this Licensing Authority feels that the operator of any given premises is not doing all they could or should do to prevent persistent or serious disorder in the vicinity of their premises, it will bring it to the attention of the Gambling Commission.

### 3.1.1 Money Laundering

Money laundering in the gambling sector takes two main forms:

- Exchanging money acquired criminally for money that appears to be legitimate or 'clean' by gambling on low risk outcomes.
- The use of criminal proceeds to fund gambling as a leisure activity (so called criminal or 'lifestyle' spend).

It is expected that all Gambling Premises are aware of risk factors in relation to this activity, for example to be mindful of a pattern of increasing spending, the spending being inconsistent with the apparent source of income or unusual patterns of play and have procedures in place to comply with The Proceeds of Crime Act 2002 and other relevant legislation.

### 3.2 Ensuring the gambling is conducted in a fair and open way

The Gambling Commission is primarily responsible for ensuring that not only is gambling fair in the way it is played, but also that the rules are transparent to players and they know what to expect. It achieves this by working to ensure that:-

- Operating and Personal Licences are issued only to those who are suitable to offer gambling facilities or work in the industry;
- easily understandable information is made available by Operators to players about, for example, the rules of the game, the probability of losing or winning, and the terms and conditions on which business is conducted;
- the rules are fair;
- advertising is not misleading;
- the results of events and competitions on which commercial gambling takes place are made public;
- machines, equipment and software used to produce the outcome of games meet standards set by the Gambling Commission and operate as advertised.

This Licensing Authority does not deal with issues related to fairness and openness frequently. This is due to the fact that they are usually matters concerning the management of the gambling business (and therefore subject to the operating licence), or the suitability and actions of an individual (and therefore subject to a personal licence). These permissions both fall within the remit of the Gambling Commission.

This will differ with Tracks, as Track Owners will not necessarily hold an Operating Licence, therefore this Licensing Authority will adopt a different role.

If this Licensing Authority suspected that a gambling activity in Wiltshire was/is not being conducted in a fair and open way, the information regarding the concern will be brought to the attention of the Gambling Commission.



### 3.3 Protecting children and other vulnerable persons from being harmed or exploited by gambling

The Gambling Act 2005 is intended to ensure that children and vulnerable persons should not be allowed to gamble and should be prohibited from entering those gambling premises which are adult-only environments.

This licensing objective refers to protecting children from being 'harmed or exploited by gambling'; meaning that they should be prevented from taking part in gambling and for there to be restrictions on advertising so that gambling products are not aimed at children or advertised in such a way that makes them particularly attractive to children, with the exception of Category D gaming machines. The ability of the licence holder to ensure supervision of the premises, in particular the use of the machines is considered of great importance to this Licensing Authority.

The Gambling Commission does not seek to disallow particular groups of adults from gambling in the same way that it does children, therefore the Gambling Commission has not sought to define 'vulnerable persons', but it does for regulatory purposes assume that this group includes people who gamble more than they want to; people who gamble beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to mental health needs, learning disability or substance misuse relating to alcohol or drugs.

This Licensing Authority will consider, on a case by case basis, whether any further unique considerations are required in relation to protecting vulnerable persons at a particular premises. These will be balanced against the aim to permit the use of premises for gambling.

While carrying out its delegated functions this Licensing Authority will look at the physical attributes of a premises, to ensure that these do not inhibit the Operators ability to comply with this licensing objective. An Applicant/Operator may be requested by this Licensing Authority to make changes to their premises (structure or layout), or put in place additional measures to mitigate the perceived risks. This Licensing Authority will ensure that any changes contemplated are proportionate.

#### 3.3.1 Gambling and Public Health

Chief Medical Officers are now recognising that Gambling is becoming a public health concern. The implications of gambling related harm is far wider spread than that of any one individual. However the financial, social and health cost that gambling has to society is not fully understood at present.

Although Public Health are not currently a Responsible Authority for the Gambling Act 2005, this Licensing Authority will consult with the Public Health Team within Wiltshire Council when considering risks associated with gambling within the local communities.

### 3.4 Social Responsibility

Wiltshire Council Licensing Authority is committed to ensuring that all gambling facilities offered within the county are delivered with full commitment to social responsibility and public protection.

It will take particular regard to the below points, when looking at whether a premises is being socially responsible when providing gambling facilities:

- The way the premises manages the prevention of underage gambling and supervises its patrons in the use of the gambling facilities;
- Supporting those who wish to self-exclude, including the potential use of the Multi Operator Self Exclusion Scheme, and providing suitable problem gambling materials;
- Premises having meaningful customer interactions with all customers and recording the incidents of this;
- Having a robust local area risk assessment that staff are aware of and that is reviewed on a regular basis;
- Staff receiving training on social responsibility ensuring the importance is understood.

Wiltshire Council is aware that Child Sexual Exploitation (CSE) and Grooming are becoming more evident in today's society. It is the expectation of the Licensing Authority that gambling premises staff are mindful when promoting the third licensing objective and raise or share any concerns to ensure that we are doing all we can to protect the vulnerable in our community.

## 4.0 Local Area Risk Assessment

All Gambling Operators were required to complete a local area risk assessment for their premises from April 2016. Under the Gambling Commission's Social Responsibility Code, Gambling Operators will need to take into consideration of the likely harm their premises could have to the local community. They will need to consider that in relation to the licensing objectives.

See Appendix C for guidance on this Licensing Authorities expectation on how a local area risk assessment should be completed.

### 4.1 Risk Assessment Triggers and Reviews of Assessment

During the lifetime of a gambling premises there will be times when the risk assessment needs to be reviewed and amended following the initial risk assessment. It is this Licensing Authority's expectation that the Gambling Operator conducts a review at regular intervals or following certain prompts, such as; a variation of a premises licence, when a significant change has occurred in the local area, when the Licensee has made a significant change to the premises that would impact the risk the premises could pose or that may vary the management of those risks. A significant change could be a temporary change however despite the temporary nature of the change the risk assessment would need to be amended accordingly. This Licensing Authority may also request a review of a risk assessment if it is felt necessary.

This Licensing Authority will not request an up to date risk assessment each time it is reviewed by the operator however it would considered it best practice if the operator shared their risk assessment if asked.

The risk assessment provided by the Gambling Operator should clearly state the present areas of concern at the premises and the measures introduced to counteract these. If completed diligently and comprehensively, this will assist both the premises and this Licensing Authority by reducing the concerns that we may have with a premises.

### 4.2 New/Variation of a Premises Licence

When a New or a Variation of a Premises Licence application is submitted a local area risk assessment must be provided with the application.

### 4.3 Significant changes in local circumstances

Changes occur in the local area regularly, this Licensing Authority would consider the following to be significant changes in local circumstances (this list is not exhaustive):

- Any building developments or conversions in the local area that would change the number of people visiting the area and the makeup of those people.
- Any increase or decrease in Military accommodation, facilities or training centres.

- Any educational facilities in the area or the building of new facilities whether it be a significant extension or conversion of a current school/college etc. or a new build.
- Any changes to the local provisions of public transport;
  - Change in location of bus stops;
  - Changes to timings of buses or train services for example services going later into the evening;
  - Changes to the type of services in the area for example school bus stop being moved in closer proximity to gambling premises.
  - Any changes to the location of taxi ranks in the area.
  - Road diversions which involve the re direction of traffic.
- Other gambling premises in the area or new gambling premises seeking permission to open in an area.
- Any current pawn brokers or pay day loan businesses in the area or the opening of a new facility.
- Any facilities for vulnerable groups or the development of facilities for vulnerable groups in close proximity to a gambling premises.

#### 4.4 Significant changes to the premises

It is highly likely that cosmetic improvements will take place throughout the lifespan of a premises, it would be up to the Gambling Operator to decide whether these changes would be classed as significant.

The following would be considered by this Licensing Authority as significant changes to a premises, some of which could result in the need for a variation to the premises licence (this list is not exhaustive):

- A refurbishment of a premises or building works in a premises that would result in the relocation of facilities.
- A change to the entrances or exits of a premises;
  - Location of the entrances or exits,
  - Change in the direction the doors open,
  - Change in the way round the doors are used i.e. a swap of an entrance to become an exit or vice versa.
  - Change in the material used to make the door.
- A change to the internal policies or procedures of the operator which could result in the need to amendments of control measures and/or staff retraining.
- A change to the levels of staff in the premises or the opening times of the premises.
- An application for a premises licence under the Licensing Act 2003 to increase the activities at a premises for example a licence for the sale of alcohol or adult entertainment at the premises.
- A difference in the gambling facilities that are available at a premises;
  - Increase or decrease in self-service machines,
  - The use of hand held gaming devices,
  - Different category of gaming machines.
- The transfer of a licence to a different gambling operator, consideration will be required in relation to the policies and procedures of the new operator.

#### 4.5 Local area risk factors

It is essential for this Licensing Authority that the Gambling Operator understands their local area and the makeup of those who frequent it. The sphere of influence of the premises also needs to be considered when looking at the risk assessment as this could increase what is meant by local area.

The list below shows some examples the Operator that may wish to consider (this list is not exhaustive):

- Makeup of the local area surrounding the gambling premises;
  - Residential/Commercial,
  - Other Gambling Operators in the area,
  - Large scale events held in the area that could increase the number of people or vary the makeup of population for a time.
- Demographic of population;
  - Residents/Workers/Visitors/Professionals/Families/Young or Ageing population,
  - Socio-economic make-up of the area.
- Facilities in the local area;
  - Transport and parking facilities i.e. bus stops, taxi ranks, train station,
  - Educational/Community buildings,
  - Hospitals/Mental Health Facilities,
  - Job Centres,
  - Children's Homes or Care facilities,
  - Specialised housing for vulnerable people,
  - Gambling addiction support facilities/ Alcohol or Drug support facilities,
  - Hostels or support services for the homeless,
  - Pawn brokers or pay day loan businesses,
  - The area is frequented by children or young people at varying times of day.
  - Presence of rough sleepers.
  - Unemployment rates for the area and within a certain age group.
  - Type and rates of crime in the area that could impact the premises.
  - High number of people who have self-excluded themselves from other gambling premises.

#### 4.6 Gambling operational risks

The risks associated with the Gambling Operation relate to the policies and procedures the business has in place. These should take into consideration all relevant legislation and guidance. Due to the potential generic nature of such documents, this Licensing Authority considers it important that these risks are looked at on an individual premises basis.

The list below shows some examples that this Licensing Authority would wish the Operator to consider (this list is not exhaustive):

- Hours of operation for a premises - possible impact in the night time economy,
- Number of staff employed at a premises at any one time/lone working policy,

- Training provided to staff,
- The operation of the gambling business;
  - Policies and Procedures,
  - Use of account/loyalty cards,
  - Support provided to customers, any intervention programmes,
  - Security provision in place at the premises,
- What local advertising will take place for the premises,
- What products and facilities the premises are going to provide for gambling.

## 4.7 Premises design risks

The design of a Premises can assist greatly in the Operators' ability to manage identified local risks. Lack of planning in layout and design can actually result in an increase in risks at a premises.

### 4.7.1 Interior design risks

Depending upon the type of gambling premises and the facilities on offer this Licensing Authority believes that the internal layout of the premises is a very important factor to consider. A simple design of the internal area can lessen a number of risks and offer the premises vital opportunities to better manage their business.

The list below shows some examples the Operator that may wish to consider (this list is not exhaustive):

- Position of internal CCTV cameras, the length of which recordings are kept.
- Use of mirrors in a premises to be able to view all areas of the premises and around obstructions, such as support pillars, machines or advertising screens.
- Positioning of gaming activities in the premises.
- The segregation of different gambling activities in the premises.
- Design of premises to allow gaming machines to be in line of sight of staff.
- Location of the staff area where money is taken for gambling activities.
- Distances between gambling facilities within a premises.
- Number of and locations of Cash Machines.
- The location of information displayed in the premises by the Operator.
- The location and use of marketing materials within the premises.
- Fixtures and fittings used in the premises.

### 4.7.2 Exterior design risks

The external area of a premises can offer the Operator valuable advertising therefore the design and frontage of the premises needs to be taken into consideration for this risk assessment. This Licensing Authority would wish the Operator to have particular regard to the licensing objectives when determining the risks related to the exterior of the premises.

The list below shows some examples the Operator that may wish to consider (this list is not exhaustive):

- Use of glass in the shop frontage,
- Use of shutters on the entrances/exits or window frontage,
- Use of external CCTV cameras covering entrances/exits,
- Use of high quality CCTV to enable identification of banned persons.
- Use of CCTV or other aids i.e. mirrors
- Fitting screens or other materials to obscure the view from the street into the premises to prevent vulnerable persons having sight of the gambling activities,
- Use of advertising/marketing materials.

## 4.8 Control measures

When risks are identified, control measures must be considered and put in place to lessen the potential impact the risk will have. The level of the risks identified will directly impact what type of control measures should be put in place; some risks may require a combination of systems, design and physical measures.

This Licensing Authority would request that a Gambling Operator ensures that staff are aware of the measures that are put in place and are trained adequately to guarantee compliance. Records may be kept by the Operator in relation to this as part of their due diligence defence.

### 4.8.1 Systems

When looking at systems as a control measure, reference is made to the policies and procedures established at the premises by the Gambling Operator. Some of the systems put in place will be specific to the company and therefore generic to all premises held by them, however others may be created purposely for an individual premises in order to alleviate the risks in that local area.

### 4.8.2 Design

It would be expected by this Licensing Authority that the design of a premises is thoroughly considered and changes made as necessary in order to mitigate potential risks; such changes could be the location of certain facilities such as gaming machines, cashier counters, positioning of cameras and general layout.

### 4.8.3 Physical

This Licensing Authority would wish an Operator to consider physical measures to address an identified risk factor, these could be;

- Intruder/Panic Alarm System
- CCTV cameras/Mirrors
- Window and Door Shutters or Security Doors
- Safes with time locks

- UV lights in toilets
- Lighting in all areas of premises (not to allow any dark corners).

#### 4.8.4 Licence conditions

As New or Variation Premises Licence Applications require a local risk assessment to be submitted as part of the application, any control measures stated within the risk assessments may form part of the conditions on a gambling licence.

#### 4.9 Local Area Profile

Wiltshire Council Licensing Authority can provide a profile of the local area to a Gambling Operator upon written request within 28 days.

The profile will include a map of the area with key features in the immediate vicinity will be marked out, for example; hospitals, GP surgeries, schools and higher education buildings, supported accommodation, food banks, job centres and pawn brokers. Any concerns that this Authority has in an area will be clearly stated and the level of risk each possess will be shared with the Gambling Operator.

An example of this can be found as Appendix D.



## 5.0 Types of Premises

The definitions of premises are correct at the time of publishing this document.

### 5.1 Adult Gaming Centres (AGC)

An Adult Gaming Centre (AGC) is a gambling premises, for those over the age of 18, that makes available gaming machines of Category B, C and D.

For this Licensing Authority to accept an application for an AGC, the Operator must already hold a “Gaming Machines General Operating Licence (Adult Gaming Centre)” with the Gambling Commission.

This Licensing Authority will need to be satisfied that there will be sufficient measures to meet the licensing objectives and comply with all mandatory conditions and the Gambling Commission Codes of Practice. As no one under the age of 18 is permitted to enter an AGC, this Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling.

Where an AGC is located in a Motorway Service Station this Licensing Authority will pay particular attention to entry points and how an operator will control these entry points to safeguard children who are using the site and therefore may be able to gain access to gambling.

### 5.2 Betting Premises

The Gambling Act 2005 defines betting as the making or accepting of a bet on the outcome of a race, competition or other event or process. Whether this is for the likelihood of anything occurring or not occurring; or whether anything is or is not true. A transaction may still be a bet despite the fact the race, competition or event has already taken place and one party to the transaction knows the outcome.

The most common form of betting is ‘fixed odds betting’ whereby the customer bets a stake to win a fixed amount calculated by the odds available.

For this Authority to accept an application for betting premises, the operator must already hold the appropriate operating licence with the Gambling Commission.

This Licensing Authority expects betting premises to have particular regard to social responsibility and the protection of children and vulnerable persons from harm, and that this is reflected in any application submitted to this Licensing Authority.

#### 5.2.1. Gaming Machines

Betting Premises are permitted to have a total of four gaming machines available for use. These can be Category B2, B3, B4, C or D; the total number can either be all the same category or a mixture of categories.

When considering the number of machines in a premises this Licensing Authority will take into account the size of the premises, location of the machines and the ability of the staff to monitor the use of the machines.

This Licensing Authority reserves the right to limit the number of machines if there has been evidence to suggest that they have in the past, or are likely to be in the future, used in breach of the licensing objectives.

### 5.2.2. Self Service Betting Terminals (SSBTs)

Under the Gambling Act 2005 a machine is not a gaming machine if it is designed or adapted for use to bet on future real events. These SSBTs are often made available in Betting Premises as a substitute for placing a bet, on live events, over the counter. As SSBTs merely automate the process that can be conducted in person the Gambling Act 2005 exempts them from regulation as a gaming machine, they therefore do not count towards the number of gaming machines a premises is allowed, they also do not have to comply with any stake or prize limits.

As stated in Section 181 of the Gambling Act 2005 Licensing Authorities have the power to restrict the number of SSBTs, their nature and the circumstances in which they are made available in a premises by attaching a condition to the Licence.

This Licensing Authority will exercise this power if it was felt that the premises was not able to demonstrate that it was promoting the Licensing Objectives namely the protection of children and vulnerable persons or acting in accordance with the social responsibility codes.

## 5.3 Bingo

Bingo does not have a statutory definition in the Gambling Act 2005, however there are two types of bingo most frequently played, cash bingo and prize bingo.

### 5.3.1. Children and Young Persons

If the Licence Holder allows, children and young persons are permitted into Bingo Premises; however they are not permitted to take part in Bingo or play on category B or C machines.

Anyone under the age of 18 years old cannot be employed in providing any facilities for gambling on a Bingo Premises. However, young persons, aged 16 and 17, may be employed in Bingo Premises (while bingo is being played), provided the activities on which they are employed are not connected with the gaming or gaming machines.

### 5.3.2. Gaming Machines

A Premises Licence granted for a Bingo Premises will permit the holder to make available for use a number of Category B3/B4 machines equal to 20% of the total number of machines available for use. There is no limit on the number of Category C and D machines that can be made available.

As stated above, if the Licence Holder permits children and young persons into the premises and Category B or C machines are made available for use, this Licensing Authority will require that the premises does the following;

- the category C and/or B machines must be separated from the rest of the premises by a physical barrier which is effective to prevent access, other than through a designated entrance;

- access to the area where the machines are located is supervised at all times;
- arranged so that the area can be observed by persons responsible for supervision, or CCTV which is monitored;
- the gaming machines area must also have a notice at the entrance stating that no person under the age of 18 years is permitted to enter the area.

#### 5.4 Casinos

This Licensing Authority has not passed a resolution not to issue Casino Licences under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. Should this Licensing Authority decide in the future to pass such a resolution, it will update this policy statement with details of that resolution. Any such decision will be made by the Full Council.

#### 5.5 Licensed Family Entertainment Centres

The Gambling Act puts Family Entertainment Centres (FECs) into two classes; Licenced and Unlicensed. Unlicensed Family Entertainment Centres are covered by a permit (See Permit Section for further details).

A licensed FEC is classified as 'premises' and only premises that are wholly or mainly used for making gaming machines available may hold an FEC premises licence.

The Gambling Commission considers that it is not permissible for gaming machines which should be contained within the FEC premises, to be located in corridors and walkways which form part of the larger building. As a result, it is generally not permissible for such premises to correspond to an entire shopping centre, airport, and motorway service stations or similar, as this exposes young people to ambient gambling that the Act was designed to prevent.

For this Licensing Authority to accept an application for an FEC, the Operator must already hold a "Gaming Machine General Operating Licence (Family Entertainment Centre)" with the Gambling Commission.

A Premises Licence granted for a Licensed FEC will permit the holder to make available for use any number of category C and D machines.

If category C gaming machines are made available for use on the premises of an FEC then the gaming machines must be;

- separated from the rest of the premises by a physical barrier to prevent access other than via an entrance designed to be the entrance,
- supervised at all times to ensure children or young persons do not enter the area, and/or,
- arrange so that the area can be observed by persons responsible for supervision, or CCTV which is monitored.

This Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming

machine areas. Clear separation between machines is needed in Licensed FECs to make certain that children are not permitted access to Category C machines.

There is an expectation from this Licensing Authority that all applicants of an FEC will demonstrate that they can promote the licensing objectives and comply with the Codes of Practice issued by the Gambling Commission as well as all relevant mandatory conditions.

## 5.6 Tracks

The Gambling Act defines a track as a horse racecourse, greyhound track or other premises on any part of which a race or other sporting event takes place or is intended to take place. The Act does not give a list of premises that are officially recognised as 'tracks' but there are a number of venues where sporting events do or could take place, and accordingly could accommodate the provision of betting facilities. Examples of tracks include:

- a horse racecourse
- a greyhound track
- a point-to-point horse race meeting
- football, cricket and rugby grounds
- an athletics stadium
- a golf course
- venues hosting darts, bowls, or snooker tournaments
- a premises staging boxing matches
- a section of river hosting a fishing competition
- a motor racing event.

This Licensing Authority is aware that tracks differ greatly from other premises and may be subject to one or more Premises Licence. The Track Operator themselves may not be required to hold an Operating Licence, this may be due to the fact that the individual bookmakers at the track will be required to hold their own Operating Licences.

This Licensing Authority will especially consider the impact upon the protection of children and vulnerable persons from being harmed or exploited by gambling. It is noted that children will be permitted to enter track areas where facilities for betting are provided on days when dog racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided. It is therefore expected that the premises licence applicant demonstrates suitable measures to ensure that children do not have access to adult-only gaming facilities. The need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

The individual applicant will need to be mindful when applying for a licence of offering measures to meet and promote the licensing objectives. This list is not exhaustive, and is merely indicative of example measures:-

- Proof of age schemes;
- CCTV or Notices/Signage;

- Location and supervision of entrances/machine areas;
- Physical separation of areas;
- Specific opening hours;
- Self-exclusion schemes;
- Provision of information leaflets/helpline numbers for organisations such as GamCare;
- Data sharing e.g. the number of self-exclusions and underage attempts to gamble;
- Operators actively participate in safety and security schemes such as Bet Watch.

It may be appropriate for the applicant to provide the following to support an application and to assist this Licensing Authority to fully understand the application they have submitted:-

- Proof that measures are in place to promote the third licensing objective and to guarantee compliance;
- Specify what proposals have been made to administrate betting (it would be recommended that specific areas are set aside for this function)
- Detailed plan of the track and grounds which identify;
  - any fixed betting facilities;
  - areas that will be specifically used by 'on course' operators on race days;
  - the location of any gaming machines;
  - any temporary structures that will offer betting facilities;
  - mobile betting facilities and other proposed gambling facilities that are not already marked.

Plans should make clear what is being sought for authorisation under the track betting premises licence and what, if any, other areas are to be subject to a separate application for a different type of premises licence.

### 5.6.1. Gaming Machines

The presence of a Premises Licence on a track does not provide automatic entitlement for gaming machines. This licence can be held without any corresponding Operators Licence. However track owners holding both a track premises Licence and a Commission Operators Licence – pool betting (in effect Dog tracks only) may site up to four gaming machines within categories B2 to D.

Some tracks qualify for an alcohol licence and therefore have automatic entitlement to two gaming machines category C to D.

Each application will be decided upon on a case by case basis, as due to the size and nature of a track premises there are significant problems with the potential abundance of machines that could be located. This Licensing Authority may look to moderate the number of machines or change the location of machines in order to meet the licensing objective which protects children from harm. Children are allowed to play Category D machines at tracks; however the location of any adult gaming machines throughout the track premises will need to guarantee that they are situated where children would be excluded.

## 6.0 Permits

The Gambling Act 2005 introduces a range of permits for gambling. Permits are required when premises provide a gambling facility but either the stakes and prizes are very low or gambling is not the main function of the premises. The permits regulate gambling and the use of gaming machines in a specific premises.

Licensing Authorities may only grant or reject an application for a permit and cannot impose or attach any conditions.

### 6.1 Alcohol Licensed Premises Gaming Machine Permits

Licensing Authorities may issue gaming machine permits for any number of category C or D machines in alcohol licensed premises. Where a permit authorises the making available of a specified number of gaming machines in particular premises, this will effectively replace, and not be in addition to, any automatic entitlement to two machines under section 282 of the Gambling Act 2005. This is covered in Section 7 of this document.

If a premises wishes to have more than 2 gaming machines, then it needs to apply for a permit. This Licensing Authority will consider each application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and “such matters as they think relevant.” This Licensing Authority considers that “such matters” will be decided on a case by case basis, but generally there will be regard to the need to protect children and vulnerable persons from being harmed or exploited by gambling.

This Licensing Authority has the expectation that the applicant will put sufficient measures in place to ensure that under 18 year olds do not have access to the adult only gaming machines.

In relation to the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare.

In determining an application, this Licensing Authority will have regard to the licensing objectives. They may also take account of any other matters that are considered relevant to the application. It should also be noted that the holder of the permit must comply with the code of practice issued by the Gambling Commission about the location and operation of the machine.

The application does not require notification to the Gambling Commission or police before determination, however, this licensing authority will on occasion notify the Gambling Commission and Police should there be cause to do so.

The Licensing Authority may grant or refuse an application. In granting the application, it may vary the number and category of gaming machines authorised by the permit. It should be noted that this Licensing Authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached. When granted, the Licensing Authority will issue the permit as soon as possible after that.

When an application is going to be refused the applicant will be notified as soon as possible, setting out the reasons for refusal. This Licensing Authority will not refuse an application, or grant it for a different number or category of machines, without notifying the applicant of the intention to do so and given the applicant an opportunity to make representations, orally, in writing, or both.

This Licensing Authority is able to cancel permits. It may only do so in specified circumstances which include if the premises are used wholly or mainly by children or young persons or if an offence under the Gambling Act 2005 has been committed. Before it cancels a permit this Licensing Authority will notify the holder, giving 21 days notice of the intention to cancel, consider any representations made by the holder, hold a hearing if requested, and comply with any other prescribed requirements relating to the procedure to be followed.

When this Licensing Authority cancels the permit, the cancellation does not take effect until the period for appealing against that decision has elapsed or, where an appeal is made, until the appeal is determined. A permit will also be cancelled by this Licensing Authority if the holder fails to pay the annual fee, unless failure is the result of an administrative error.

Where a person applies to this Licensing Authority to transfer the Alcohol Premises Licence, they will also need to apply separately for the transfer of the gaming machine permit.

## 6.2 Club Gaming and Club Machine Permits

The Gambling Act 2005 creates a separate regime for gaming in clubs from that in other relevant alcohol licensed premises. It defines two types of club for the purposes of gaming:

- Members clubs (including Miners' Welfare Institutes) and;
- Commercial clubs

This is an important distinction in respect of the gaming that may take place.

The Gambling Commission Guidance states: "Members Clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is permitted by separate regulations. It is anticipated that this will cover bridge and whist clubs, which will replicate the position under the Gaming Act 1968. A Members' Club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include Working Men's Clubs, branches of Royal British Legion and clubs with political affiliations."

A Commercial Club is a club established for commercial gain, whether or not they are actually making a commercial gain; for example these could be commercial snooker clubs or clubs established as private companies and clubs established for personal profit.

The Commission and the police may object to the permit being granted. If any valid objections are made, this Licensing Authority will hold a hearing (unless consent has been given to dispense with it).

Licensing Authorities may only grant or refuse a permit, but may not attach any conditions to a permit. This Licensing Authority will inform the applicant, the Commission and the Police of the outcome of the application and of any objections made.

Licensing authorities may only refuse an application on the grounds that:

- a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied
- b) the applicant's premises are used wholly or mainly by children and/or young persons
- c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities
- d) a permit held by the applicant has been cancelled in the previous ten years
- e) an objection has been lodged by the Commission or the police.

If the authority is satisfied that (a) or (b) is the case, it must refuse the application.

If a premises already holds a Club Premises Certificate under the Licensing Act 2003 they may apply for Club Gaming and Club Machine permits under the fast-track procedure. Fast track means that there is no opportunity for the Gambling Commission or Police to object to the application and this Licensing Authority has reduced grounds upon which it could refuse the application.

The grounds on which an application under this process may be refused are that:

- a) the club is established primarily for gaming, other than gaming prescribed by regulations under section 266 of the Gambling Act 2005,
- b) in addition to the prescribed gaming, the applicant provides facilities for other gaming,
- c) a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

Unless a permit is surrendered or lapses or is renewed, it will have effect for ten years. However, a permit granted under the fast-track procedure does not expire, unless it ceases to have effect because it is surrendered, cancelled or forfeited, or it lapses. A permit will lapse if the holder of the permit stops being a club, or if it no longer qualifies under the fast-track system for a permit. This Licensing Authority will inform the Police and the Commission when a permit has been surrendered or lapsed.

Permits may be amended to meet changing circumstances. This Licensing Authority will only refuse a variation if on consideration of a completely new application it would refuse the permit.

This Licensing Authority will cancel the permit if it is found that:

- the premises are used wholly by children and/or young persons, or
- an offence or breach of a permit condition has been committed in the course of gaming activities by the permit holder.



Before cancelling a permit, the permit holder will be given at least 21 days' notice of the intention to cancel by this Licensing Authority and will consider any representations that may be made. This Licensing Authority will hold a hearing if it is requested by the permit holder and will comply with any other procedural requirements set out in regulations.

If there is no appeal, the cancellation will take effect 21 days after notice of the intention to cancel was given. This Licensing Authority will notify the permit holder, the Commission and the police that the permit has been cancelled and the reasons for the cancellation.

Neither a club gaming permit nor club machine permit can be issued for a vessel or vehicle.

### 6.2.1 Club Gaming Permit

A club gaming permit is available to members' clubs but not commercial clubs. It allows the club to offer equal chance gaming, games of chance and up to three gaming machines in total of categories B3A, B4, C or D, but by agreement, only one machine can be of category B3A.

When applying for a club gaming permit (without the fast track process), the club must provide considerable evidence to this Licensing Authority of activities other than gaming taking place in order to prove that it meets the requirements of a Club under the Gambling Act 2005.

This Licensing Authority expects that holders of club gaming permits comply with the statutory conditions having regard to the code of practice concerning the location and operation of gaming machines to ensure that no child uses a category B or C machine on the premises.

A Licensing Officer may visit the premises if necessary before granting the permit in order to better understand how the club will operate.

### 6.2.2 Club Machine Permit

A club machine permit is available to members' clubs and commercial clubs. It allows the club to offer equal chance gaming and up to three gaming machines in total of categories B3A, B4, C or D, but by agreement, only one machine can be of category B3A (B3A not permitted for commercial clubs).

This Licensing Authority will need to be satisfied that the gaming on offer meets the conditions set out in the Gambling Act 2005 and the relevant regulations;

- participation fees must be within the limits prescribed in the regulations,
- prizes must be within the limits prescribed in the regulations.

Club Machine Permit Holders need to comply with the code of practice issued by the Gambling Commission in relation to the location and operation of machines.

### 6.3 Prize Gaming Permits

Gaming is defined in the Gambling Act 2005 as prize gaming if the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming.

An application for a permit can only be made by a person who occupies or plans to occupy the relevant premises and if the applicant is an individual, he must be aged 18 or over. An application for a permit cannot be made if a premises licence or club gaming permit is in effect for the same premises.

This Licensing Authority will require an applicant to set out the types of gaming that they are intending to offer and demonstrate that they understand the limits to stakes and prizes that are set out in regulations and the gaming offered is within the law.

Further information may be sought from an applicant who applies for a prize gaming permit, such as:-

- the location of the machines along with any notices that may be positioned throughout the premises on a scaled plan;
- age verification scheme;
- confirmation that Fire Safety and Health and Safety legislation has been complied with by the applicant;
- information regarding opening times for the premises;
- details of number of staff employed;
- evidence of public liability insurance documents;
- other policies or procedures in place to promote safeguarding of children and vulnerable persons from harm;
- commitment to enable data sharing e.g. the number of self-exclusions and underage attempts to gamble.

This Licensing Authority can grant or refuse an application for a permit, but cannot add conditions. The permit may only be granted if the Police have been consulted on the application, as the Police may wish to object to the application.

In making its decision on an application for this permit this Licensing Authority does not need to have regard to the licensing objectives but must have regard to any Gambling Commission Guidance.

Relevant considerations would include the suitability of the applicant in terms of any convictions that they may have that would make them unsuitable to operate prize gaming; and the suitability of the premises in relation to their location and any issues concerning disorder.

If a permit is granted, the licensing authority will issue it as soon as is reasonably practicable. The permit will have effect for ten years, unless it ceases to have effect, lapses or is renewed. The permit may also cease to have effect if it is surrendered by the holder.

This Licensing Authority will not refuse an application until notification has been given to the applicant of the intention to refuse and the reasons for it, and they have been given the opportunity to make representations orally or in writing or both.

If the permit holder is convicted of a relevant offence under the Gambling Act 2005, the court may order the forfeiture of the permit. The court must notify the licensing authority that it has made a forfeiture order as soon as is reasonably practicable after making the order.

#### 6.4 Unlicensed Family Entertainment Centre

Unlicensed Family Entertainment Centres (uFEC) are able to offer any number of category D machines. UFECs are premises which are 'wholly or mainly' used for making gaming machines available a permit cannot therefore be granted for an entire shopping centre for example. Permits cannot be issued in respect of vessels or vehicles.

An application for a permit can only be made by a person who occupies or plans to occupy the premises; if the applicant is an individual, he or she must be aged 18 or over, also applications for a permit cannot be made if a premises licence is in effect for the same premises.

Due to the nature of uFECs and their appeal to children and young persons, this Licensing Authority will give consideration to the suitability of the applicant and what measures are being proposed to mitigate the risk associated with protecting children from being harmed or exploited by gambling.

As part of this it is expected that the applicant ensures that children do not have 'direct access' to adult premises and are not attracted to adult only areas. Although there is no definition of 'direct access' this Licensing Authority will consider what is appropriate on a case by case basis. It may consider the below as proportionate;

- Partitions should be permanently fixed between premises and should not be transparent;
- A gaming/skills with prizes machine or any other machine should not form the partition or any part of the partition;
- Minimum height for partitions should be 1.75 metres and a maximum of 0.15 metres from the floor.

The Licensing Authority may grant or refuse an application for a permit, but cannot add conditions.

When this Licensing Authority considers an application for an uFEC it shall have regard to the Gambling Act 2005 guidance and the licensing objectives. Further information may be sort from the applicant so that the Licensing Authority can be assured that they can demonstrate:

- a full understanding of the maximum stakes and prizes of the gambling that is permissible in uFECs,
- that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act),
- that employees are trained to have a full understanding of the maximum stakes and prizes.

The additional information requested could include;

- the location of any cash machines and category D machines along with any notices that may be positioned throughout the premises on a scaled plan (1:100);
- information regarding the number of category D machines (space between machines needs to be considered for public safety);
- confirmation that applicants are aware of the limits of stakes and prizes that comply with the regulations and the law;
- proof of staff training that will be undertaken and records kept, covering how staff would deal with unsupervised young children being on the premises or children causing perceived problems on or around the premises or suspected truant school children on the premises;
- demonstrate that policies or procedures in place to promote safeguarding of children from harm, in this instance the harm does not refer solely to harm from gambling but also to include harm from any child protection issues;
- confirmation that Fire Safety and Health and Safety legislation has been complied with by the applicant;
- information regarding opening times for the premises and the appearance of the premises externally;
- details of the number of staff employed;
- evidence of public liability insurance documents,
- commitment to data sharing e.g. the number of self-exclusions etc.

An application for a permit may be granted only if this Licensing Authority is satisfied that the premises will be used as an uFEC, and if the Police have been consulted on the application. When a permit has been granted this Licensing Authority will issue it as soon as reasonably practical.

An application may be refused by this Licensing Authority if the applicant is unable to meet the requirements. If it is the intention of this Licensing Authority to refuse the application the applicant will be notified in writing setting out the reasons why. The applicant will be given opportunity to make representations orally or in writing or both. Applicants will have the right to appeal against this Licensing Authority's decision of refusal.

If the permit holder is convicted of a relevant offence the Court may order the forfeiture of the permit, in this instance the Court will inform this Licensing Authority of the forfeiture order.

This Licensing Authority will only refuse to renew a permit on the grounds that:

- an authorised local authority officer has been refused access to the premises without reasonable excuse,
- renewal would not be reasonably consistent with the licensing objectives.

This Licensing Authority will consult with the Police and will if applicable be made aware of any concerns that have arisen during the life of the permit.

## 7.0 Small Society Lotteries

A Lottery is a form of gambling that has three essential elements; a payment is required to participate; one or more prizes are awarded; and those prizes are awarded by chance. There are two categories that they can fall into; Licensed Lotteries that require an Operating Licence from the Gambling Commission and Exempt Lotteries which require registration with the Licensing Authority.

Small Society Lotteries are Lotteries promoted for the benefit of a Non-Commercial Society. Such Societies are organisations that have distinct aims and objectives for a Society to be Non-Commercial it needs to be established and conducted:-

- for a good cause;
- for the purpose of enabling participation in, or of supporting, sport, athletics, or a cultural activity; and
- for any other Non-Commercial purpose other than that of private gain.

When applicants apply to this Licensing Authority, they will need to inform the Licensing Authority the purpose in which the Society was originally established and the Society will need to declare that they represent a bona fide Non-Commercial Society and have no relevant convictions. Further information may be sought from a Society by this Licensing Authority.

An application will be refused by this Licensing Authority if:-

- an applicant has held an operating licence that has been revoked in the preceding 5 years;
- or they have applied for registration of an operating licence in the preceding 5 years that has been refused.

Applications may also be refused by this Licensing Authority if they are of the opinion that:-

- The applicant is not a Non-Commercial Society;
- A person who will or may be connected with the promotion of the Lottery has been convicted of a relevant offence; or
- Information provided in or with the application for registration is false or misleading.
- Previous lottery returns have not been provided as required.

When an application is going to be refused the Society will have an opportunity to make a representation against the decision. This Licensing Authority will notify the Society of the reasons for the refusal in writing.

This Licensing Authority will seek advice from the Gambling Commission if they are unsure about a refusal of an application.

If this Licensing Authority is of the opinion that the Lottery registration of a Society needs to be revoked, due to a reason that they would refuse the application if it were being made at the time, they will inform the Society in writing. They will outline the evidence that has led to the decision being reached to allow the Society the opportunity to make a representation.

This Licensing Authority will keep a register of all applications for Small Society Lotteries and will provide information to the Gambling Commission on all lotteries registered by the Licensing Authority.

## 8.0 Other types of Gambling

### 8.1 Notification of Gaming Machines

There is provision in the Gambling Act 2005 for premises licensed to sell alcohol for consumption ON the premises, to automatically have 2 gaming machines, of categories C and/or D. The Premises Licence Holder is required to notify the Licensing Authority by completing the requisite application form and paying the prescribed fee. A new notification needs to be submitted after every transfer of Premises Licence Holder.

The Designated Premises Supervisor is responsible for the supervision of gaming and there needs to be compliance with the Gambling Commissions code of practice.

This Licensing Authority will look to remove the automatic authorisation in respect of any particular premises if:-

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act 2005;
- the premises are mainly used for gaming; or
- an offence under the Gambling Act 2005 has been committed on the premises.

## 9.0 Temporary and Occasional Use Notices

### 9.1 Temporary Use Notices

It is an offence to provide facilities for gambling unless either the required permissions are in place, or an exemption applies. One such exemption is for the holder of an operating licence to notify a Temporary Use Notice (TUN) to the relevant licensing authority. This is not a permanent arrangement, but allows premises such as hotels, conference centres or sporting venues to be used temporarily for providing facilities for gambling. A TUN may also apply to a vessel, whether moored or moving. A TUN may not be given in respect of a vehicle.

A Temporary Use Notice permits the use of a Premises for gambling where there is no Premises Licence, but where a Gambling Operator wishes to use the premises temporarily for providing facilities for equal chance gaming, where the gaming is intended to produce a single overall winner. Such as;

- operate a casino,
- provide facilities for the playing of bingo,
- make a gaming machine available for use,
- provide other facilities for gaming, or
- provide facilities for betting (whether by making or accepting bets, by acting as a betting intermediary or by providing other facilities for the making or accepting of bets).

A TUN may only be granted to a person or company holding a relevant Operating Licence and there are a number of statutory limits as regards TUNs.

#### 9.1.1 Meaning of premises

Section 218 of the Gambling Act 2005 refers to a 'set of premises' and provides that a set of premises is the subject of a Temporary Use Notice if 'any part' of the premises is the subject of a notice.

The maximum period by which a "set of premises" may be the subject of a Temporary Use Notice is 21 days within a period of 12 months. A set of premises may be the subject of more than one Temporary Use Notice in a period of twelve months provided the maximum aggregate for which the Temporary Use Notices have effect does not exceed 21 days.

In considering whether a place falls within the definition of 'a set of premises', this Licensing Authority will look at, amongst other things, the ownership/occupation and control of the premises.



### 9.1.2 Objections to TUNs

This Licensing Authority will be minded to object to a TUN if they feel that the Licensing Objectives would be undermined. If it is felt that Temporary Use Notices are resulting in allowing regular gambling to take place in a place that could be described as one set of premises, this Licensing Authority will object. Consideration will be taken as to whether the gambling should not take place, or only with modifications.

This Licensing Authority will ensure that such notices are considered without delay so that, where appropriate, the opportunity to lodge an objection is not missed.

If objections are received, this licensing authority will hold a hearing to listen to representations from the person who gave the TUN, all the objectors and any person who was entitled to receive a copy of the notice.

If this licensing authority considers that the TUN should not have effect, after a hearing has taken place or has been dispensed with, it will issue a counter-notice. This Licensing Authority will apply the same principles for issuing a counter notice as when determining premises licence applications.

If this licensing authority gives a counter-notice, it will give reasons for doing so and will copy the counter-notice to all those who received copies of the TUN. If this licensing authority decides not to issue a counter-notice, the TUN will take effect.

### 9.1.3 Endorsement of the notice

If no objections are made within 14 days of the date of the notice, the licensing authority must endorse the notice as valid and return it to the person who gave it.

The person who gives a TUN may notify the licensing authority that it is withdrawn at any time up to and during the time it has effect. In those circumstances the notice will have no effect, and any unelapsed period of time will not count towards the 21-day maximum for a TUN having effect on the premises.

The TUN needs to be prominently displayed at the premises when the gambling is taking place. It would be considered an offence not to produce the notice endorsed by the Licensing Authority when requested to do so by a Constable, an officer of HM Revenue and Customs, an Enforcement Officer, or an Authorised Local Authority Officer.

### 9.1.4 Maximum period

A licensing authority may issue a counter-notice which limits the number of days that the TUN comes into effect, bringing it within the 21-day limit. The applicant will be consulted if a counter notice is to be required in order to ensure that the restrictions being imposed do not result in an unworkable event or a failure to comply.

## 9.2 Occasional Use Notices (OUN)

Where there is betting on a Track, on eight or less days in a calendar year (1st January to 31st December), the Gambling Act 2005 allows this to be undertaken by an Occasional Use Notice instead of a Full Premises Licence.

### 9.2.1 Definition of a track

The Gambling Act 2005 defines a track as any premises on any part of which a race or other sporting event takes place, or is intended to take place. This means it is not restricted to just horse racecourses or dog tracks. They also do not need to be a permanent fixture, land only used temporarily can qualify provided that races or sporting events either do take place there or will take place there. Land that has a number of uses can also qualify for an OUN as long as one of those uses is for a track. The definition of what constitutes a track will be considered on a case by case basis by this Local Authority.

### 9.2.2 Use (and misuse) of OUNs

Occasional Use Notices are intended to be able to permit licensed Betting Operators, with permission from the Commission, to use tracks for conducting betting provided that the event upon which the betting is to take place is of a temporary, infrequent nature. The use of an OUN means that the track does not require a Betting Premises Licence. However, an OUN does not allow Betting Operators to provide gaming machines at the track. Non-commercial, fund raising race nights can be run as betting events at sporting venues under the authority of an OUN, whether or not the sporting event on which the bets are taken is held at that venue. The sporting event on which the bets are or will be taken also need not be taking place at the same time as the betting under the OUN.

## 9.3 Travelling Fairs

The Gambling Act 2005 defines a Travelling Fair as 'wholly or principally' providing amusements. A Travelling Fair may provide facilities for gambling via gaming machines without a Permit as long as it is purely an ancillary amusement.

An unlimited number of Category D machines are permitted however the higher Category B and C are not allowed. The machines must be sourced from a Gambling Commission licensed supplier and those working with the gaming machines at the Travelling Fair must be at least 18 years old.

A Travelling Fair cannot be on a site that has been used for fairs for more than 27 days. The statutory maximum of 27 days is per calendar year and not a 12 month period. It applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. This Licensing Authority will work with its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

### 9.3.1 Prize Gaming and Travelling Fairs

Travelling Fairs, under the Gambling Act 2005, are also able to provide equal chance gaming without a Permit as long as it is purely an ancillary amusement. Young Persons and Children may participate in equal chance gaming.

Conditions for Travelling Fairs offering equal chance gaming;

- the limits on participation fees must be complied with, as set out in regulations;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day;
- the game must be played and completed on the day the chances are allocated;
- the result of the game must be made public in the premises on the day that it is played;
- prize amounts must not exceed the amount set in the regulations if a money prize or the prescribed value if a non-monetary prize; and,
- the participation in the gaming must not entitle the player to take part in any other gambling.

This Licensing Authority will be responsible for making the following decisions in relation to Travelling Fairs;

- a) whether the statutory definition of a Travelling Fair is met,
- b) whether the gambling facilities provided at the fair are in fact an ancillary amusement,
- c) whether Category D machines and/or equal chance prize gaming without a Permit is to be made available for use at Travelling Fairs in this county.

## 10.0 Premises Licence Applications

The Gambling Act 2005 defines a premises as “any place”. It is possible for a single building to be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. Areas of a building that are artificially or temporarily separate cannot be properly regarded as different premises.

This Licensing Authority will pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed). Applicants should be aware that entrances and exits from parts of a building covered by one or more licences should be separate and identifiable so that the separation of different premises is not compromised and that people do not ‘drift’ into a gambling area.

### 10.1 Provisional Statements

Section 204 of the Gambling Act 2005 provides for a person to make an application to the Licensing Authority for a provisional statement in respect of premises that is:-

- Expected to be constructed
- Expected to be altered; or
- Expected to acquire a right to occupy

Provisional statements are dealt with in the same way as premises licence applications. Representations may be made by Responsible Authorities and Interested Parties, and there is a right to appeal.

An application for a provisional statement differs from an application for a premises licence in as much as those applying for a provisional statement do not have to fulfil the same criteria as those applying for a premises licence. In order to apply for a premises licence the applicant must hold or have applied for an operating licence from the Gambling Commission (except in the case of a track), and they must have the right to occupy the premises. These criteria do not have to be in place at the time of submitting a provisional statement application.

As a provisional statement can be applied for without the applicant having the right to occupy the premises this Licensing Authority will accept more than one provisional statement for a premises.

Once a provisional statement has been granted, this Licensing Authority will be restricted by what it will consider when the premises licence application is submitted for the same premises.

When a premises licence application is made following the grant of a provisional statement, no further representations from Responsible Authorities or Interested Parties can be taken into account unless they concern matters which could not have been addressed at the provisional statement stage, or they reflect a change in the applicant’s circumstances.

In addition, this Licensing Authority may refuse the provisional statements (or grant it on terms different to those attached to the provisional statement) only by reference to matters:-

- which could not have been raised by objectors at the provisional licence stage; or
- which, in this authority's opinion, reflect a change in the operator's circumstances;
- where the premises has not been constructed in accordance with the plan and information submitted with the provisional statement application. This must be a substantial change to the plan and this Licensing Authority will discuss any concerns they have with the applicant before making a decision.

## 10.2 New/Variation Applications

There is an expectation that the applicant offers their own suggestions for how they intend to promote the licensing objectives on their application. These may be used as conditions and placed on the licence if appropriate. This list is not exhaustive, and is merely indicative of example measures:-

- Proof of age schemes;
- CCTV;
- Supervision of entrances/machine areas;
- Physical separation of areas;
- Location of entry;
- Notices/signage;
- Specific opening hours;
- Self-exclusion schemes;
- Provision of information leaflets/helpline numbers for organisations such as GamCare;
- Data sharing e.g. the number of self-exclusions and underage attempts to gamble;
- Operators actively participate in safety and security schemes such as Bet Watch.

This Licensing Authority will take into the consideration the following factors when looking at premises licence applications, however they will be considered on a case by case basis:-

- Premises location including its immediacy to local schools; children's centres or centre's used by vulnerable persons; residential areas that have a high populations of children and vulnerable persons; and areas of deprivation where children and vulnerable persons reside;
- Premises layout and design;
- Installation of security features, such as CCTV or location of cash registers and safes;
- Staff training in all areas that are appropriate to the promotion of the licensing objectives;
- Policies and procedures for age verification;

- Possibility of crime and disorder associated with a licence being granted at a given premises;
- Local Area Risk Assessment for premises (came into force April 2016).

### 10.3 Fees

Licence fees are set within the prescribed maximum levels in accordance with 'The Gambling (Premises Licence) Fees (England and Wales) Regulations'. Fees for permits and other services will be as set by the Secretary of State.

Information concerning the fees charged by Wiltshire Council for premises licence applications, permits and other permissions will be made available to the public via Wiltshire Council's website – <http://www.wiltshire.gov.uk/licences-permits-gambling-fees-charges>.

In accordance with the Gambling Act 2005, failure of a premises to pay the prescribed fee will result in this Licensing Authority revoking the licence. In relation to permits, this Licensing Authority will cancel the permit if the Permit Holder fails to pay the annual fee due. This will not occur however, if the failure of payment is attributed to an administration error.

### 10.4 Conditions

This Licensing Authorities decisions regarding placing conditions onto an individual premises licence will be made on a case by case basis. Any conditions attached to licences will be:-

- relevant to the need to make the proposed building suitable as a gambling facility;
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects.

In a hearing, Wiltshire Council Licensing Committee may also consider it fitting to add further conditions to the licence that are proportionate to the application, each application being considered on its own merits. Licence conditions applied at a hearing will be tailored to the individual premises and activities and only those necessary to meet the licensing objectives will be applied.

### 10.5 Plans

This Licensing Authority is minded to take note of the Premises Licence and Provisional Statements Regulation 2007, Section 153 Guidance and the Commissions Codes of Practice when considering what it will accept in relation to a plan.

The Gambling Act 2005 states that a premises, except a track, needs to provide a plan that 'must show the location and extent of any part of the premises which will be used to provide facilities for gambling in reliance on the licence'.

This Licensing Authority will require more information than this to be included on the plan so that it can make an informed decision on applications, the plan is a way for the applicant to demonstrate how they intend to meet the requirements and promote the licensing objectives, therefore applicants will be asked to provide further information or resubmit plans if they are felt to be insufficient.

It is expected that as well as what is required in the Regulations, the applicant may also include the locations of the following where appropriate (this list is not exhaustive);

- Counter and other staff areas;
- Gaming machines and the location of the different categories;
- Self-service machines;
- Cash machines;
- Toilets accessible to the Public;
- The position of gaming activities in the premises and any potential segregation between different types of gaming;
- Any obstructions i.e. pillars, advertising boards, machines etc.;
- Position of internal CCTV cameras/monitor or mirrors that may be used for line of sight;
- Any fixtures within the premises.

## 10.6 Door Supervision

Section 178 of the Gambling Act 2005 sets out a definition of 'door supervisor' and provides that where a person employed in such a role is required to hold a licence issued by the Security Industry Authority (SIA), that requirement will have force as though it were a condition on the premises licence.

If this Licensing Authority is concerned that a premises may attract disorder or be subject to attempts at unauthorised access, for example, by children and young persons, then it may require that the entrances to the premises are controlled by a door supervisor. In this instance this Licensing Authority will impose a condition on the premises licence to this effect.

In relation to Casinos and Bingo Premises, contract staff that are to be employed as door supervisors will need to be licensed by the SIA. However, in house employees working as door supervisors are exempt from that requirement.

## 10.7 Representations

For a representation to be relevant it needs to relate to one of the three licensing objectives and be made by a Responsible Authority or Interested Party. Wiltshire Council Licensing Officers will make the decision as to whether representations received for applications are irrelevant, frivolous or vexatious.

Representations made in relation to demand or competition will not be accepted as relevant. Moral objections to gambling will also not be accepted. Representations will not be considered relevant if the issues raised can be dealt with by other legislation.

When a valid representation against an application has been received by this Licensing Authority, we may arrange for a meeting to take place with the Applicant and the person who made the representation in order to try to reach an appeasement.

If this is not an appropriate course of action or an agreement cannot be reached then the matter will be taken to a Licensing Sub-Committee hearing.

If it is the case that a representation is rejected then the person who made the representation will be informed in writing that it will not be considered. The decision of the Licensing Authority Officer that the representation is not accepted cannot be appealed against.

### 10.8 Responsible Authorities

Responsible Authorities will be notified by this Licensing Authority of all premises licence applications and are entitled to make representations in relation to these applications if they are relevant to the licensing objectives.

Section 157 of the Gambling Act 2005 defines those authorities as:

- Gambling Commission
- Police
- Fire Service
- Local Planning Authority
- Environmental Health
- Wiltshire Council Child Protection
- HM Revenue and Customs
- In relation to a vessel;
  - a Navigation Authority,
  - the Environment Agency,
  - the British Waterways Board,
  - the Secretary of State.
- A Licensing Authority in whose area the Premises is situated that is, the Council itself and also any adjoining Council where premises straddle the boundaries between the two.

The contact details of all the Responsible Authorities under the Gambling Act 2005 are available via Wiltshire Council's website – <http://www.wiltshire.gov.uk/licences-permits-gambling> or attached as Appendix B.



## 10.9 Interested Parties

Interested Parties can make representations in respect of licence applications, or apply for a review of an existing licence. These parties are defined in the Gambling Act 2005 as:-

- a) a person or persons who lives sufficiently close to the premises and is likely to be affected by the authorised activities,
- b) a business or businesses whose interests might be affected by the authorised activities, or
- c) an individual or group who represents persons who satisfy paragraph (a) or (b).

Councillors and Town/Parish Councils that cover the area that would be likely affected by the specific premises will be considered as Interested Parties. If individuals wish to approach their local Councillor to ask them to represent their views no specific evidence of being asked to represent an interested person will be required by this Licensing Authority.

Other than these however, this Licensing Authority will require written evidence that a person/body (e.g. an advocate/relative) 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities.

## 11.0 Compliance and Enforcement

### 11.1 Inspection

This Licensing Authority inspects premises in Wiltshire to ensure compliance using a risk based approach. We will inspect those premises that are a higher risk or have a history of complaints more frequently than those premises with lower perceived risks. However Licensing Officers will also be permitted to use their discretion.

Inspections may be carried out on Temporary Use Notices and Occasional Use Notices to ensure that the licensing objectives are being promoted.

Joint visits may take place with Responsible Authorities or other agencies where relevant.

### 11.2 Powers of Entry

Wiltshire Council Licensing Officers are authorised to inspect Gambling Premises in order to assess the premises compliance with the terms and conditions of the Premises Licence.

Licensing Officers are have powers to;

- Enter any gambling premises or premises where gambling is believed to be taking place,
- Use reasonable force in order to enter the premises for inspection purposes, should it be necessary,
- Inspect any part of the premises, any machine or other thing,
- Question any person on the premises,
- Access to any written or electronic record which is kept on the premises, or require that a copy is provided,
- Remove or retain anything if they reasonably believe that it constitutes or contains evidence of the commission of an offence under the Gambling Act 2005, or a breach of a term or condition of the premises licence.

It should be noted that it is an offence if a person, without reasonable excuse, obstructs or fails to cooperate with an Authorised Local Authority Officer who is exercising powers under Part 15 ('Inspection') of the Gambling Act 2005.

It is also an offence to provide false information without reasonable excuse to the Authorised Licensing Officer.

### 11.3 Complaints

Wiltshire Council Licensing Authority will investigate all complaints received related to gambling activities or Premises.

Licensing Officers will refer complaints to or liaise with other relevant agencies/council services, as appropriate, in order to get complaints addressed.

## 11.4 Enforcement

This Licensing Authority is responsible for ensuring the compliance of Licences and Permits, along with any relevant Gambling Commission Codes of Practice, in Wiltshire. The Gambling Commission is the enforcement body for Operating and Personal Licences.

This Licensing Authority is guided by the Gambling Commission's Guidance for Local Authorities when it comes to the enforcement action we will take against premises. The action will be:-

- Proportionate
- Accountable
- Consistent
- Transparent
- Targeted

## 11.5 Reviews

The Gambling Act 2005 sets out the arrangements to enable a review of a Premises Licence where it is alleged that the licensing objectives are not being promoted. Requests for a review of a Premises Licence can be made by Interested Parties or Responsible Authorities; however, it is for this Licensing Authority to decide whether the application for review is accepted.

The request for a Review will be determined as appropriate if it is in accordance with, any relevant Code of Practice or Guidance issued by the Gambling Commission; in accordance with Wiltshire Council's Gambling Statement of Principles and is reasonable consistent with the licensing objectives.

This Licensing Authority will also initiate a review of a licence if;

- it has reason to suspect that premises licence conditions are not being observed
- the premises is operating outside of the principles set out in the licensing authority's statement of policy
- there is evidence to suggest that compliance with the licensing objectives is at risk
- for any other reason which gives them cause to believe that a review may be appropriate, such as a complaint from a third party.

Upon review of a premises licence, this Licensing Authority will, having regard to the application for review and any relevant representations and take such steps as it considers necessary for the promotion of the Licensing Objectives. Such steps might be:-

- add, remove or amend a licence condition imposed by the licensing authority
- exclude a default condition imposed by the Secretary (for example, relating to opening hours) or remove or amend such an exclusion
- suspend the premises licence for a period not exceeding three months
- revoke the premises licence.

## Appendix A – Table of Delegations of Licensing Functions

Matter to be dealt with	Full Council	Licensing Committee or Licensing Sub Committee	Officers
Three year licensing policy	X		
Policy not to permit casinos	X		
Fee Setting - when appropriate	X		
Application for premises licences		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Consideration for calling a review			X
Review of a premises licence		X	
Application for club gaming /club machine permits		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Cancellation of club gaming/ club machine permits		X	

<b>Matter to be dealt with</b>	<b>Full Council</b>	<b>Licensing Committee or Licensing Sub Committee</b>	<b>Officers</b>
Applications for other permits			X
Cancellation of licensed premises gaming machine			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	
Determination as to whether a person is an Interested Party			X
Determination as to whether representations are relevant			X
Determination as whether a representation if frivolous, vexatious or repetitive			X
Consideration for actions to be taken against illegal gambling			X

## Appendix B – Responsible Authorities

### **Wiltshire Council Licensing Authority**

Public Protection – Licensing

County Hall

Bythesea Road

Trowbridge

Wiltshire

BA14 8JN

Email: [publicprotectionnorth@wiltshire.gov.uk](mailto:publicprotectionnorth@wiltshire.gov.uk)

### **Wiltshire Constabulary Licensing Officer**

Trowbridge Police Station

Polebarn Road

Trowbridge

Wiltshire

BA14 7EP

Email: [licensingE@wiltshire.pnn.police.uk](mailto:licensingE@wiltshire.pnn.police.uk)

### **Wiltshire Council Environmental Health**

County Hall

Bythesea Road

Trowbridge

Wiltshire

BA14 8JN

Email: [publicprotectionwest@wiltshire.gov.uk](mailto:publicprotectionwest@wiltshire.gov.uk)

### **Wiltshire Council Planning Department**

County Hall

Bythesea Road

Trowbridge

Wiltshire

BA14 8JN

Email: [Developmentmanagement@wiltshire.gov.uk](mailto:Developmentmanagement@wiltshire.gov.uk)

### **Dorset & Wiltshire Fire and Rescue Service**

Five Rivers Health and Wellbeing Centre

Hulse Road

Salisbury

SP1 3NR

Email: [fire.safety@dwfire.org.uk](mailto:fire.safety@dwfire.org.uk)

**Wiltshire Council Child Protection**

Support and Safeguarding  
Children's Social Care  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN

**Gambling Commission**

Victoria Square House  
Victoria Square  
Birmingham  
B2 4BP

Email: [info@gamblingcommission.gov.uk](mailto:info@gamblingcommission.gov.uk)

**HM Revenue & Customs**

National Registration Unit  
Betting and Gaming  
Porcullis Head  
21 India Street  
Glasgow  
G2 4PZ

Email: [nrubetting&gaming@hmrc.gsi.gov.uk](mailto:nrubetting&gaming@hmrc.gsi.gov.uk)

## Appendix C – Local Area Risk Assessment Guidance

### Undertaking a local area risk assessment

This Licensing Authority has an expectation that the local area risk assessment will be carried out methodically at a gambling premises; to ensure that there is thorough consideration for all the possible risks.

Whoever is carrying out the assessment should consider the risks associated with;

- the local area,
- the gambling operation, and
- the design of the premises both internally and externally.

When the risks have been identified, this Licensing Authority would envisage that appropriate control measures proportionate to the risks will be considered and implemented. Some of these control measures may already be in place as part of the policies or procedures of the business however both the risks and the control measures should be documented within the assessment. This Licensing Authority considers it beneficial if it was stated who would be responsible for putting the control measures in place and recording when they have been completed.

If the Operator of the premises has requested a Local Area Profile from this Licensing Authority the contents of the profile should be considered within the assessment.

### Who should undertake the assessment?

The Gambling Operator has the responsibility of completing the local area risk assessment; however this could be delegated to a competent assessor.

Whoever is tasked with the completion of the document should have an understanding of, the business and how they currently operate or intend to operate, the local area where the premises is situated and its design.

If the local area risk assessment is not completed thoroughly it could result in the Operator breaching the provisions of the Licence Conditions and Codes of Practices submitted by the Gambling Commission.

#### Step 1: The local area

For the Operator to be able to correctly identify the local risk factors relating to the premises it first must understand what makes up the local area. Certain gambling premises may have a larger sphere of influence than others therefore the local area could be larger than first thought for certain premises.

#### Step 2: The gambling operation

For this section of the assessment, this Licensing Authority expects the assessor to look at the Gambling Operators' policies and procedures and decide whether these procedures;

- a) result in a risk at the premises based on the local area, or
- b) mitigate risk already identified in the local area and therefore could be used as a control measure.



### Step 3: The design of the premises

The design of a premise can assist greatly in the Operators' ability to mitigate and manage identified local risks. It is important that the assessor looks at the risks of both the internal and external design and considers these with reference to the local risks already recognised.

### Step 4: Control measures

When all the risk factors have been acknowledged, this Licensing Authority now expects that the assessor will ascertain suitable and appropriate control measures to mitigate the risks identified. The four categories of control measures; systems, design, physical and licence conditions should be considered. For some risks it may be that a combination of control measures are needed to neutralise the risk identified.

### Completed assessment

Once the risk assessment has been completed and the control measures documented, they then need to be implemented at the premises. This may involve changes to the layout or design, staff training or changes in procedures. It should be documented when they have been actioned. A copy of the risk assessment should then be kept on the premises; this Licensing Authority expects this to be reviewed regularly.

## Appendix D - Local Area Profile

Wiltshire Council's Licensing Authority has produced this document as a guide for gambling operators to use when undertaking and preparing their local area risk assessment. This guide is intended for all gambling premises and hasn't been designed with a specific type of gambling premises in mind.

Wiltshire Council Licensing Authority can provide a profile of a specific area to a gambling operator upon written request within 28 days.

This local area profile will identify key characteristics of Wiltshire in the context of gambling-related harm.

The information provided in this document will help to provide an understanding of the potential risks that may be prevalent to gambling premises in Wiltshire.

Included within the profile is a map identifying hospitals, GP surgeries, schools and higher education buildings, supported accommodation, food banks, job centres and pawn brokers. Also mapped are the locations of all the gambling premises within Wiltshire. Any concerns that this Licensing Authority has in an area will be clearly stated.

### Wiltshire Area Profile

Wiltshire's resident population is 488,400 this figure is gradually increasing. Those aged between 30 to 59 years old make up 40% of Wiltshire's population. The third largest age group within Wiltshire, with 100,000 of our 488,400 residents are those aged over 65. Just less than 1% of the population are aged 90 and over. Those aged 18 or under make up 21.9% of our population.

Wiltshire is mostly an affluent county. The average gross weekly pay for people resident in Wiltshire is £553.10 this is slightly above the South West average of £527 a week and just above the UK average of £552.70 a week.

Wiltshire has relatively low unemployment with only 2.9% of persons aged 16-74 being unemployed, compared with the national average of 4.3%.

Most residents are healthy and enjoy well above average life expectancy. The workforce is generally well-educated and highly skilled. Just over half of Wiltshire's population (50.7%) work in job areas that include: managerial positions, Senior Officials and Professionals. This is above the UK average of 45.6%.

We currently have 43 Gambling Premises the majority of these are located in Town Centres.

## Wiltshire Council Risk Factors

### **Risk Factor** – New building developments/conversion

Information will be sought specific to the area requested to ascertain whether any large developments or conversions are being planned that could have an impact on the gambling premises. The increase of residents to an area, or the increase of industrial areas will be stated so that the operator understands the potential clientele it may attract. As this could dramatically change the footfall or the type of customer the premises could receive it is important that this is considered in the local area risk assessment.

### **Risk Factor** – Educational Facilities

Those potentially at risk – Children and Young Persons

These locations will be included as they represent areas where children will be present in larger numbers at certain times of the day, it could also increase the number of adults who have to traverse the area. The operator may wish to consider this in relation to the advertising and frontage of the premises.

It would be expected that the premises considers the risk associated with colleges and other higher educational facilities in relation to under age gambling.

This Licensing Authority will carefully consider the type of premises wishing to be located in an area with educational facilities; the operator will need to mitigate these risks.

It would also be appropriate for operators to take into consideration the location of Children's play parks and other such recreational facilities. The proximity of these areas in relation to the premises needs to be considered similarly as above.

### **Risk Factor** – Healthcare provisions

Those potentially at risk – Vulnerable Persons

GP Surgeries, Hospitals and Mental Health facilities will be mapped due to the potential increase in vulnerable persons who would use these services.

### **Risk Factor** - Location of Job centres, Pawn Brokers, Payday Loan companies and Foodbanks

Those potentially at risk – Unemployed and those with financial difficulties/debt

Job Centres will be accessed by members of the population who are likely to be unemployed and considered likely to have a combination of very low income and a large amount of personal disposable time.

This data locates where those with financial difficulties and debt problems are more likely to be present, visiting places where credit is accessed through less secured means, or places where people are so severely financially constrained they cannot afford to buy food. Although pay day loan shops may be accessed by many members of the population, these locations may serve to pull vulnerable populations

with financial and debt problems into an area by providing them with access to unsecured and easy-access finance.

**Risk Factors:** Location of Hostels and Supported Accommodation  
Those potentially at risk – Homeless or those suffering from housing instability

There are a variety of support services for the homeless, ranging from temporary accommodation to more mid to long-term supported accommodation representing broader housing instability.

**Risk Factor** – Those currently with substance misuse issues  
Those potentially at risk - People with substance misuse problems

The facilities for those struggling with substance misuse may act as a 'pull' for potentially vulnerable people to certain locations. Turning Point has recently commenced a three year contract with Wiltshire Council to support people in Wiltshire with addiction. They provide outreach facilities to enable as many people access to their services as possible. Therefore in coming months and years there may not be any clinics or centres that would draw those with this vulnerability to any specific area.

There could be other areas that attract numbers of vulnerable people who potentially suffer from substance misuse problems which could make them vulnerable in relation to gambling for example areas that are used by rough sleepers.

Details of support agencies can be found in useful contacts Appendix E.

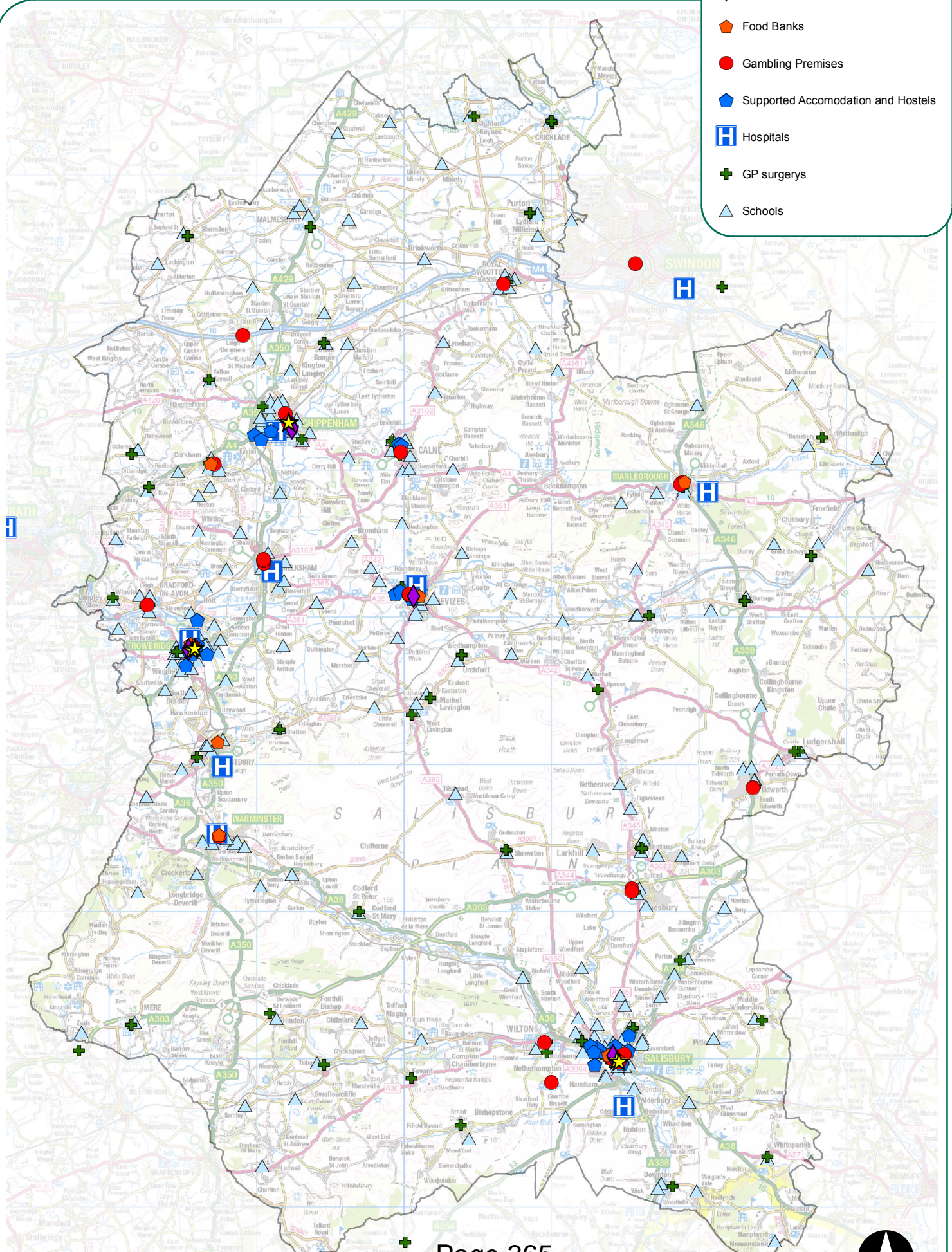
**Risk Factor** – Crime Rates

Crime statistics will be provided upon request to ensure that the figures for the area are up to date.

The map for Wiltshire as a whole is attached to this document and an example of a Town specific map is also attached to this document.

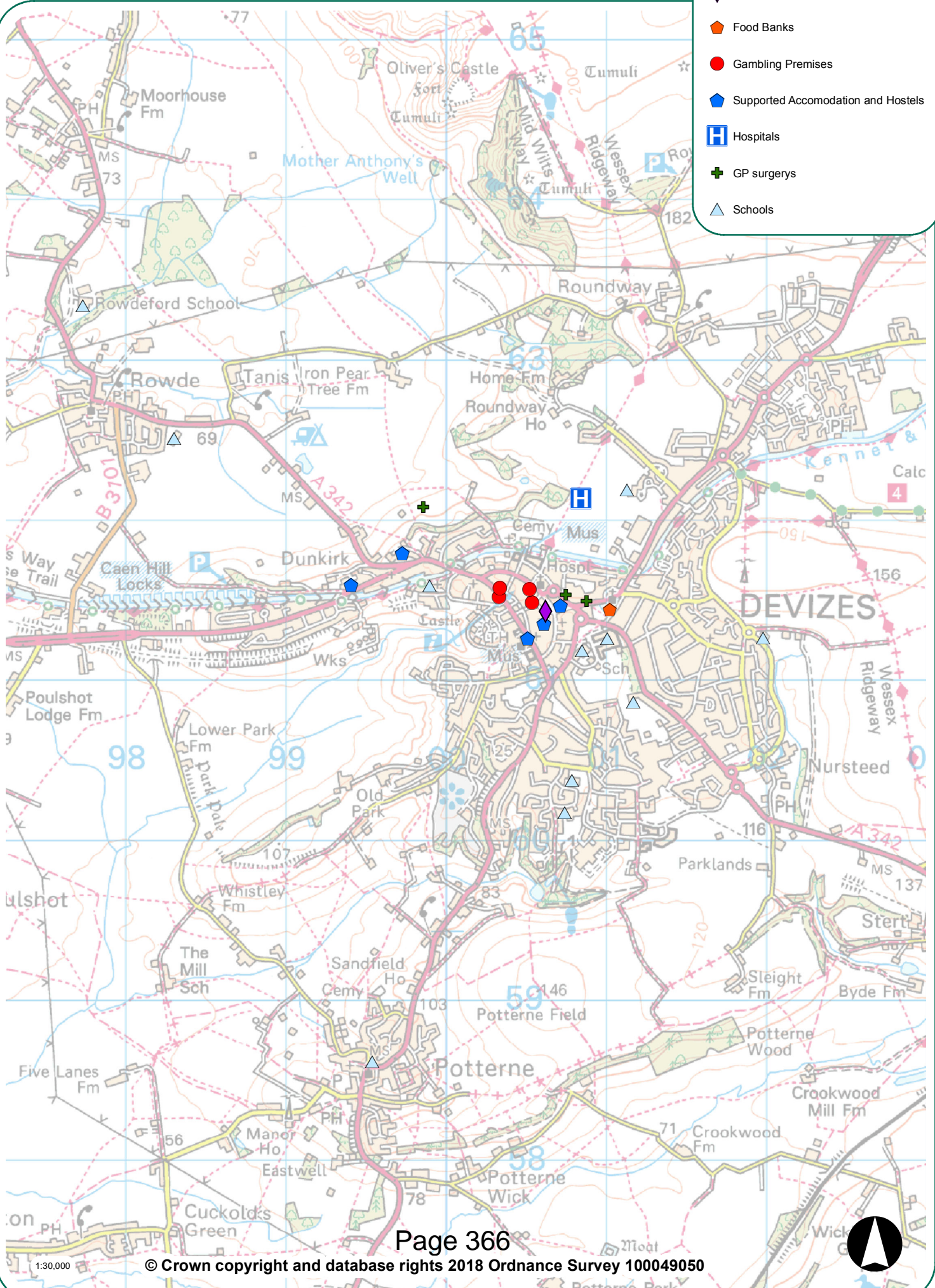
Key Risks

- ★ Pawn Brokers and Payday Loans
- ◆ Job Centres
- 🍷 Food Banks
- 🎰 Gambling Premises
- 🏠 Supported Accomodation and Hostels
- H Hospitals
- 🏥 GP surgeries
- 🎓 Schools



Key Risks

- ★ Pawn Brokers and Payday Loans
- ◆ Job Centres
- ◼ Food Banks
- Gambling Premises
- ◆ Supported Accommodation and Hostels
- H Hospitals
- ✚ GP surgeries
- △ Schools



## Appendix E - Useful Contacts

### **Gamble Aware**

[www.gambleaware.co.uk](http://www.gambleaware.co.uk)

### **GamCare**

Head Office  
2<sup>nd</sup> Floor  
7-11 St John's Hill  
London  
SW11 1TR

Freephone: 0808 8020 133

Main switchboard: 020 7801 7000

Fax: 020 801 7033

Email: [info@gamcare.org.uk](mailto:info@gamcare.org.uk)

Website: <http://www.gamcare.org.uk/support-and-counselling/face-face-counselling/find-local-counselling>

### **Gamblers Anonymous UK**

<http://www.gamblersanonymous.org.uk/>

### **Domestic Abuse**

<https://www.victimsupport.org.uk/help-victims/ive-been-affected/domestic-abuse>

### **Women's Aid**

<http://www.womensaid.org.uk/>

### **Samaritans**

<http://www.samaritans.org/>

### **Step Change**

<http://www.stepchange.org/Howwecanhelpyou/Debtadvice.aspx>

### **Citizens Advice Bureau**

[http://www.adviceguide.org.uk/wales/debt\\_w/debt\\_help\\_with\\_debt\\_e.htm](http://www.adviceguide.org.uk/wales/debt_w/debt_help_with_debt_e.htm)

### **National Debt Line**

<https://www.nationaldebtline.org/>

### **Gov.uk**

<https://www.gov.uk/options-for-paying-off-your-debts/overview>

### **Money Advice Service**

<https://www.moneyadviceservice.org.uk/en/tools/debt-advice-locator>

### **Turning Point**

<http://www.turning-point.co.uk>

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**Wiltshire Council**

**Council**

**16 October 2018**

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**Notice of Motion No. 10 – Leisure Service discounts**

**From Councillors Brian Dalton and Ian Thorn**

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**To consider the following motion submitted in accordance with the constitution:**

The excellent work of our Armed Forces, in particular here on our door step in Wiltshire is recognised by this Council. Wiltshire Council, as a signatory to the Armed Forces Covenant, supports continuing works with Army Basing, which will see approximately 4,000 military personnel moving to Wiltshire, mostly around the Tidworth area.

Council also notes the excellent work of our blue light services; police; fire; ambulance and NHS staff, which we in this room, rely on every day.

We would like to thank all those who were recently and some still, involved in the international incident in Salisbury. If people around the globe didn't know where we were, they certainly do now.

Many Military and Blue Light personnel subscribe to the two main discount providers which is available to them, which is the Defence Discount Card and the Blue Light Card. Many companies around the UK sign up to these, offering recipients discount off the services which they provide.

We request officers investigate the discount cards further and the Council signs up to these two discount cards, like many companies across the UK, thus offering the recipients and their family, a discount off leisure services across Wiltshire, such as swimming. We await the officers report, but would suggest a 20% discount. We would like to go one step further and include in this proposal, looked after children and their nominated carers across Wiltshire.

Signing up to this, you may ask, will cost the council some money. I suggest that it may encourage those people to use our leisure facilities who may not otherwise do so. It also brings health benefits to users, which none of us can argue about and could be an 80% gain to the council, not a 20% cost.

**We ask the meeting to consider the following motion:**

***That Wiltshire Council thanks those officers in partner agencies who have supported the recovery from the international incident in Salisbury.***

***That Wiltshire Council recognises the excellent work of our Armed Forces, staff working in blue light services, carers of looked after children, and also the needs of looked after children. This Council supports offering these individuals, and their immediate family, discounts to leisure services across Wiltshire, and recommends officers investigate the options for this to facilitate implementation in financial year 2019-2020.***

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**Wiltshire Council**

**Council**

**16 October 2018**

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**Notice of Motion No. 11 – Brexit Preparations**

**From Councillors Ian Thorn and Clare Cape**

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**To consider the following motion submitted in accordance with the constitution:**

It is now less than six months until Britain is due to exit the European Union. Brexit, in whatever form is finally agreed, will affect all Wiltshire residents.

Whether or not you believe Brexit is in the best interests of the UK, Wiltshire Council has an obligation to our residents to ensure that risk and impact assessments are undertaken in an open, inclusive and transparent way so that our residents are well informed, involved and reassured that the short and long term effect on our services and the local economy resulting from Brexit are mitigated and managed.

A Freedom of Information request revealed that as of 31st August:

*“Wiltshire Council have not held any meetings specifically about the UK exiting the EU (Brexit). A range of financial planning meetings have considered the impact on areas such as the health and social care workforce in Wiltshire.... We have not undertaken any Brexit impact assessment, however Wiltshire Council via the Joint Strategic Economic Committee continues to work closely with the Swindon and Wiltshire LEP to plan for the use of the remaining European funding.”*

As an example of why this is so important, well over 60% of the Council's turnover relates to social care provision for adults and children – our core business. Evidence is widely available that recruitment to, and retention in, the caring professions has significantly worsened since the referendum in June 2016. We have a responsibility to our residents and to our families and loved ones that the quality of these services is maintained and they are provided cost effectively.

There are also well documented effects on agriculture, business and tourism:

- Defra's figures suggest that 25% of farms could go out of business as EU subsidies cease
- The media have reported widely that businesses are already making arrangements to stockpile products
- Here in Wiltshire we've already observed the effects of reduced tourism in Salisbury; with Sterling continuing to weaken against the Euro businesses depending on tourism may well suffer next year; and into the future.

Council recommends that a cross party working group urgently examines the risks to Wiltshire Council's services related to Brexit, particularly in light of the potential financial hole for the remainder of 2018/19.

Council, as is being agreed elsewhere, for example in North Devon, a full, transparent and frank discussion at a public conference / symposium for experts and leaders – from business, agriculture, tourism, education, health and social care and elected representatives – is needed to tackle this issue, which is probably the most significant of our generation.

Council will need to consider how it can assist businesses before and during the Brexit transition period (as has been the case during and following the events in and around Salisbury earlier this year).

The findings and conclusions of this working group and the symposium would then be presented to full Council and other authorities.

Citizens have an expectation – and a right – to the best possible understanding of the likely effects of Brexit on the Council's services and to the local economy. We need the people of Wiltshire to contribute to; and to evaluate the full range of mitigations needed.

**Therefore, this council agrees an urgent, comprehensive and cross-party Brexit risk and impact assessment for the full range of the Council's own services and its financial position; and also for the business economy of Wiltshire as a whole. This should include a symposium dedicated to the challenges of Brexit, to be held before the end of December this year, to ensure wide involvement of local experts and interested stakeholders.**

Wiltshire Council

Council

16 October 2018

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## Proposed Changes to the Constitution

### Summary

The Standards Committee has responsibility for oversight of the Council's constitution.

This report sets out proposed changes to Part 4, Protocol 1, Part 11A and Part 3D4 as recommended by the Standards Committee.

### Proposal(s)

**It is recommended :**

**That Full Council approve the proposed changes as detailed at Appendix 2, Appendix 4, Appendix 5 and Appendix 6 to the report.**

### Reason for Proposal

To ensure the council's constitution is up to date, clear and effective.

**Dr Carlton Brand, Corporate Director**

## **Proposed Changes to the Constitution**

### **Purpose of Report**

1. This report asks the Council to consider recommendations of the Standards Committee on the following matters:
  - a) Part 4: Council Rules of Procedure
  - b) Protocol 1: Councillor-Officer Relations
  - c) Part11A: Corporate Parenting Panel
  - d) Part 3D4: Scheme of Delegation - Licensing

### **Background**

2. The Standards Committee has responsibility for oversight of the Council's constitution. It has established a cross party working group, known as the Constitution Focus Group, to advise and assist the committee in carrying out this function.
3. The Focus Group met on 5 June, 17 July and 5 September 2018 to review sections of the constitution as detailed in paragraph 1 and made a series of recommendations which were approved by Standards on 26 September.

### **Main Considerations**

4. The relevant minutes and resolutions of the Standards Committee can be found at **Appendix 1a**. The relevant minutes of the Focus Group can be found at **Appendix 1b**.

### **Summary of proposed changes**

#### **(a) Part 4: Council Rules of Procedure**

5. Part 4 of the Constitution sets out detailed rules of procedure for the council, with sections applying to Full Council, Cabinet or other committees as appropriate. These include rules on submission of questions, consideration of motions and amendments, recording of minutes and more.
6. The Focus Group across the three meetings listed considered all aspects of the procedure rules in detail, and proposed a series of changes, which have been summarised below:
  - Consistent reference to 'Members' rather than 'Councillors', to be reflected in the remainder of the Constitution and defined in a new

definitions index – To avoid any possibility of confusion with non - unitary councillors.

- Deadline for questions relating to Dorset and Wiltshire Fire Authority to be Four clear working days – To be in line with other questions.
  - Insertion of clauses to give movers of amendments a right of reply prior to final comment from the mover of an original motion – To formalise existing practice and clarify order of the speakers.
  - Insertion of clause requiring the noting in minutes of when a Member leaves and does not return to a meeting – To provide openness and transparency of which Members are present for any particular item.
  - Separation of clauses on standing to speak and addressing a meeting through the chairman – To provide additional clarity.
  - Removal of a closure motion ‘to proceed to the next item of business’ – To remove uncertainty, as it was unclear if this could curtail determination of amendments, and ‘the question be now put’ was a sufficient closure motion if required
  - Clarifying that Area Board chairs have discretion over rules of public participation – in the interests of openness and transparency
  - and various other minor clarifications, duplication removals and correction of typographic and notational errors
  - Amendments to clarify further the procedure for substitution arrangements were requested by the Focus Group. These will be finalised following consultation with Group Leaders and will be proposed at a later meeting.
7. Proposed amendments are therefore attached at **Appendix 2**. The document has also been renumbered and formatted in accordance with overall revisions to the constitution, wherein each section will be similarly updated to ensure consistent presentation and referencing. The renumbering has not been shown in tracked changes.

### **Recommendation**

8. **That Council approve the revised Part 4 of the Constitution, as shown in the attached document at Appendix 2.**

### **(b) Protocol 1: Councillor-Officer Relations**

9. Protocol 1 sets out expectations on Councillor and Officer relations. In its current form, the appendices to the protocol detail the support and facilities provided to councillors. The current documents are available [here](#).
10. Protocol 1 was last reviewed in July 2015. The purpose of the current review is to update the document in light of operational and legislative changes, and to re-order the content into a more logical and consistent layout, providing clarifications regarding the support and facilities provided to councillors and access to information.
11. The Focus Group has reviewed this document in a two-stage process. Step one was to agree revised content. Step two was to condense the updated content across the Protocol and its appendices into one document, also removing

duplicated points.

12. The Focus Group met on 5 June 2018 to consider proposed changes to the content of Protocol 1 and its appendices; a schedule of revisions were made. In particular, the Focus Group considered wording in relation to councillors' access to confidential and exempt information, and it was recommended this issue be given further consideration.
13. The Focus Group met again on 17 July 2018 to consider revisions requested at the previous meeting and the specific wording of sections relating to councillors' access to confidential and exempt information. It was recommended a practical guidance note from the Monitoring Officer be included, in addition to the summary paragraphs listed in Protocol 1, to ensure all councillors are aware of the legal requirements in respect of confidential and exempt information through practical examples. Upon agreeing revised content, the Focus Group then moved to step two to re-format the document and condense content.
14. The Focus Group met for a final time on 5 September 2018, further minor changes were recommended and the document was updated to the version presented to the Standards Committee.
15. Throughout the Protocol and Appendices, where similar points were made in both the Protocol and appendices, and elsewhere in the Constitution, the duplications have been deleted and the points have been consolidated into one document. As this has necessitated a significant amount of minor changes and re-ordering, it is not helpful to present this as track changes. A summary of the key changes in content is therefore provided below.

#### Key content changes

16. Paragraph 9.6 of the current Protocol and section D of the Appendix - This section is in respect of stationery for councillors and political groups which is now provided only as an exception, in line with the Council's [Digital Strategy](#) approved by Cabinet in July 2017. The objective of the strategy is to serve customers 'using digital tools that are convenient, easy and safe to use, efficient and reliable'; with a requirement is that paper is eliminated where possible. References to stationery throughout the Protocol and appendices have been amended to reflect this.
17. Paragraph 10.2 of the current Protocol - This section advises members on access to confidential committee papers, sections 11.8 & 11.9 of the new protocol expand on this to be clear it includes other confidential or exempt information provided the councillor can demonstrate this is reasonably necessary to properly perform their duties as a councillor. A councillor is required by law to demonstrate a 'need to know' confidential/exempt information before it is released. On the matter of what is reasonable, in *City of Birmingham v O* 1983, the case demonstrates it is straightforward for a councillor to demonstrate that they meet the legal test, provided they can show that they have a 'bona fide and reasonably based concern' about the issue.
18. Paragraph 10.3 of the current Protocol - This section advises members of the need to consult with the Monitoring Officer if they wish to inspect a document in



which they have an interest, or if this may breach data protection legislation. Members' rights to request information they have an interest in under their responsibilities as a councillor is now captured under Paragraph 11.8 in the new Protocol. The reference to data protection legislation has been removed since all requests would only be permitted in accordance with the General Data Protection Regulation 2018.

19. Paragraphs 11.8 and 11.9 of the new Protocol are to be supplemented by a guidance note from the Monitoring Officer to be finalised after consultation with Group Leaders.
20. Paragraph 13.2 of the current Protocol- This section is in respect of representation on external organisations and has been removed from the new Protocol since guidance in how to operate as a representative in an external organisation is covered in Protocol 3 of the Constitution.
21. Paragraph 15.4 of the current Protocol– This section is about the council's arrangements for dealing with complaints under the code of conduct and has been deleted since the arrangements for Code of Conduct complaints are outlined elsewhere in the Constitution;
22. Appendix 1 section D of the current Protocol – This section states Democratic Services will provide 'councillor websites'. Councillor websites are not provided by the Council as it does not take responsibility for the content of individual councillor websites. The protocol has been amended accordingly.
23. Appendix 2 to the current Protocol 'Matters related to electoral divisions' – References to councillors being informed as standard about school admissions and Local Government Ombudsman cases have been removed, as this is not appropriate for data protection reasons. The revised Protocol also indicates the examples of matters about which local members should be informed is not intended to be an exhaustive list.
24. The existing protocol is included at **Appendix 3**. The revised protocol is attached at **Appendix 4**.

**Recommendation:**

25. **That Council approve the revised Protocol 1 of the Constitution, as shown in the attached document at Appendix 4.**

**(c) Part 11A: Corporate Parenting Panel**

26. The Focus Group considered Part 11A at its meetings on 17 July and 5 September 2018. The section was last considered by the Standards Committee on 27 April 2016, when it had been Part 12A.
27. At that meeting the terms of reference were revised with recommendations from the Panel following an Ofsted inspection. It was also decided to include within the Constitution the entire Corporate Parenting Strategy, which would include the terms of reference of the Panel, in order to raise the profile and importance of

corporate parenting responsibilities within the document. The changes were recommended and subsequently approved by Council on 10 May 2016.

28. On reviewing the proposed strategy document, the Focus Group felt that much of the proposed new language was inappropriate for inclusion as part of the Constitution, and resolved that only those sections concerned with the membership, terms of reference and procedural aspects of the Corporate Parenting Panel should be included., as was the case with the Safeguarding Children and Young People Panel.
29. No changes were therefore suggested, other than to excise the non-procedural provisions from the strategy for the purpose of clarity and consistency in the Constitution.
30. A revised version of Part 11A is therefore attached at Appendix 5.

**Recommendation:**

31. **That Council approve the revised Part 11A of the Constitution, as shown in the attached document at Appendix 5.**

**(d) Part 3D4: Scheme of Delegation – Licensing**

32. At its meeting on 26 September 2018 the Licensing Committee received details of new powers contained within the Animal Welfare Act 2006, and the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, and under its powers delegated decisions in relation to the determination of licences and enforcement action to the relevant Head of Service and/or Licensing Manager – Public Health and Public Protection, from 1 October 2018, and approved the fees payable in relation to animal licensing.
33. As part of those changes a small revision to part 3D4 of the Constitution is to be made. The change is shown at **Appendix 6**.

**Recommendation:**

34. **That Council notes the revised Part 3D4 as shown in the attached document at Appendix 6.**

**Safeguarding Implications**

35. There are no safeguarding issues arising from this report.

**Equalities Impact of the Proposal**

36. There are no equalities impacts arising from this report.

**Risk assessment**

37. There are no significant risks arising from this report

## **Financial Implications**

38. There are no financial implications arising from this report.

## **Legal Implications**

39. The recommendations in this report are consistent with the relevant legislation, and there are no legal implications arising from this report

## **Public Health Impact of the Proposals**

40. There are no public health impacts arising from this report.

## **Environmental Impact of the Proposals**

41. There are no environmental impacts arising from this report.

## **Proposal**

42. **To recommend that Council approve the changes to the Constitution as set out in paragraphs 8, 25, 31 and 34 of this report.**

## **Ian Gibbons, Director, Legal and Democratic (and Monitoring Officer)**

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Unpublished reports relied upon in the preparation of this report: None

## **Appendices**

Appendix 1 - Minutes of the Standards Committee (26 September 2018) and Minutes of the Constitution Focus Group (5 June, 17 July and 5 September 2018)

Appendix 2 - Revised Part 4

Appendix 3 - Existing Protocol 1

Appendix 4 - Revised Protocol 1

Appendix 5 - Revised Part 11A

Appendix 6 - Revised Part 3D4

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## STANDARDS COMMITTEE

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### MINUTES EXTRACT OF THE STANDARDS COMMITTEE MEETING HELD ON 26 SEPTEMBER 2018 AT KENNET ROOM - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.

#### 40 **Recommendations from the Constitution Focus Group**

A report was received from the Monitoring Officer on proposed changes to the Constitution as recommended by the Constitution Focus Group. The changes were in relation to Part 4 - Council rules of procedure, Protocol 1 - Member/Officer relations, and Part 11A - Corporate Parenting Panel.

The Committee discussed at length the proposed changes, noting in particular that additional guidance on both substitution arrangements and the access of confidential papers would be discussed with Group Leaders before further consideration.

The Committee thanked the Focus Group for their ongoing review of the Constitution, and supported the proposed changes.

It was also agreed that Councillor Stuart Wheeler would be appointed to the Focus Group as a substitute for the Chairman of the Committee.

At the conclusion of discussion, it was,

#### **Resolved:**

**To recommend that Council approve the changes to the Constitution as proposed by the Constitution Focus Group.**

**To appoint Councillor Stuart Wheeler to the Constitution Focus Group as a substitute for the Chairman of the Committee.**

#### 41 **Constitutional Change: Adoption of procedures and fees in relation to the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018**

A report to the Licensing Committee was received as a minor constitutional change to the Scheme of Delegation was included as a result of adoption of procedures and fees in relation to new Animal Welfare regulations. It was reported that the Licensing Committee had met earlier in the day and approved the report, and therefore it was.

#### **Resolved:**

**That the proposed change to Part 3D4 of the Constitution be recommended for adoption at Council.**

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## CONSTITUTION FOCUS GROUP

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### MINUTES OF THE CONSTITUTION FOCUS GROUP MEETING HELD ON 5 JUNE 2018 AT AVEBURY ROOM - COUNTY HALL, TROWBRIDGE.

#### Present:

Cllr Richard Clewer (Chairman), Cllr Richard Britton and Cllr Jon Hubbard

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#### 17 Apologies

Apologies were received from Councillor Ian Thorn

#### 18 Minutes of the Previous Meeting

##### Resolved:

**To approve and sign as a correct record the minutes of the meeting held on 29 March 2018.**

#### 19 Protocol 1: Councillor-Officer Relations

The Focus Group considered a series of proposed changes to Protocol 1 of the Constitution. These included updating the protocol in light of operational changes, reordering the sections to a more logical and consistent layout and clarifications regarding support and facilities provided to councillors and access to information.

The Focus Group discussed the proposal requesting amendments to various sections, in particular for further assessment and changes to the wording on councillors' access to information. It was agreed that further updates would be provided at future meetings of the Focus Group.

##### Resolved:

**For officers to take note of the comments made at the meeting and further revisions to be considered at a future meeting.**

#### 20 Part 4: Council Rules of Procedure

Revisions to Part 4 of the Constitution were considered, with the intention that the revised layout and linking within the document be considered a template for further updates to the rest of the constitution in order to make the document as

a whole more consistent and easier to navigate. A number of updates and clarifications were also proposed within the revised document.

The Focus Group accepted the principle of the changes for more consistent and simpler layout, and requested additional changes be considered at its next meeting.

**Resolved:**

**To consider a further revised Part 4 at the next meeting.**

21 **Part 11A : Corporate Parenting Strategy**

This item was deferred until the next meeting.

22 **Part 3: Schemes of Delegation**

The Focus Group considered a proposal to include wording in Part 3C of the Constitution – Scheme of Delegation of Executive Functions – in respect of the Cabinet Portfolio Holder position. The position was in receipt of a Special Responsibility Allowance and involved high profile work with Cabinet Members, but was not presently defined in the Constitution.

After discussion, it was,

**Resolved:**

**For the Focus Group to be circulated by email proposed wording, to be agreed by Standards on 20 June 2018.**

23 **Urgent Items**

(Duration of meeting: 2.30 - 4.00 pm)

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## CONSTITUTION FOCUS GROUP

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### MINUTES OF THE CONSTITUTION FOCUS GROUP MEETING HELD ON 17 JULY 2018 AT THE NORTH WILTSHIRE ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### **Present:**

Cllr Richard Clewer (Chairman), Cllr Richard Britton and Cllr Jon Hubbard

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#### 24 **Apologies**

Apologies were received from Cllr Nick Murry.

#### 25 **Minutes of the Previous Meeting**

The minutes of the meeting held on 5 June 2018 were presented and it was,

#### **Resolved:**

**To approve and sign as a true and correct record.**

#### 26 **Protocol 1: Councillor-Officer Relations**

The Focus Group considered further changes to the Protocol following their last meeting. In particular the Focus Group considered wording in relation to councillors' access to confidential or exempt information, and recommended that a practical guidance note be included within the constitution in addition to the summary paragraphs listed in Protocol 1, to ensure all councillors were aware of the legal requirements through practical examples.

Other changes were suggested, and it was agreed a final version of the Protocol, including reorganisation of the content, should be circulated to the Focus Group for approval ahead of the next meeting.

#### **Resolved:**

**To circulate a final draft of proposed changes to the Focus Group by email, for agreement and recommendation to Standards Committee.**

27 **Part 11A: Corporate Parenting Strategy**

The Focus Group considered updates to Part 11A which had been proposed by the relevant officer team.

In discussion the Focus Group noted the unusual situation where by the terms of reference of the Corporate Parenting Panel were contained within the wider Corporate Parenting Strategy, which had been appended to the Constitution in its entirety. The Focus Group considered that after several years of this being the case, and the need to make multiple changes, as well as the specific content of the strategy, it was not appropriate for this one policy to be included within the constitution in such a fashion.

Therefore, it was considered that the sections relating solely to the terms of reference should be extracted and included within the constitution, but that the strategy itself be removed.

**Resolved:**

**To recommend a revised Part 11A to contain only the procedural elements relating to the terms of reference of the Corporate Parenting Panel.**

28 **Part 4: Council Rules of Procedure**

The Focus Group considered further changes to Part 4, noting it would serve as a format template for all other sections of the constitution in future to ensure a consistent presentation.

The Focus Group went through the proposed part 4, confirming that arrangements for secret ballot in council meetings were still necessary despite the use of electronic votes, and considered various rules relating to rights of reply and debates. It was felt that the mover of an amendment should be entitled to a right of reply just as the mover of the original motion was. Additionally, that minutes of a meeting should record when a councillor left the meeting.

After discussion, it was,

**Resolved:**

**For a final version of part 4 for recommendation to the Standards Committee to be circulated by email to the Focus Group for agreement.**

29 **Urgent Items**

The Focus Group were informed that following the acceptance by the Cabinet Member and endorsement by the Overview and Scrutiny Management Committee of recommendations by the Planning Committee System Task

Group on 5 June 2018, changes were proposed to Protocol 4 of the Constitution to harmonise the arrangements for planning site visits. The changes would be presented to the Cabinet Member and the Chairman of the Task Group for comment before circulation to the Focus Group by email in advance of the next meeting.

(Duration of meeting: 1330 - 1540)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services, direct line 01225 718504, e-mail [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

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## CONSTITUTION FOCUS GROUP

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**MINUTES OF THE CONSTITUTION FOCUS GROUP MEETING HELD ON 5 SEPTEMBER 2018 AT THE RUDMAN ROOM - COUNTY HALL, TROWBRIDGE, BA14 8JN.**

**Present:**

Cllr Richard Clewer (Chairman), Cllr Richard Britton and Cllr Jon Hubbard

**Also Present:**

Cllr Christopher Newbury

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30 **Apologies**

Apologies were received from Councillor Paul Oatway QPM

31 **Minutes of the Previous Meeting**

The minutes of the meeting held on 17 July 2018 were presented for consideration and it was,

**Resolved:**

**To approve and sign the minutes as a true and correct record.**

32 **Part 4: Council Rules of Procedure**

The Focus Group received the revised Part 4 following their comments and consideration at their meetings on 5 June and 17 July 2018. The section relating to substitution arrangements were discussed, and it was agreed additional guidance was required on the requirements when a member was to be absent and wished to arrange substitution. Wording changes were requested to clarify that the committee member should be the one to indicate their own absence, or a designated group representative where this was not possible or in a case of urgency.

The Focus Group also discussed Closure Motions and how they applied to amendments, in particular a motion to proceed to the next item of business. After discussion it was agreed that all references to such a Closure Motion should be removed as they were unnecessary given a motion that the question be now put was available, and it could prevent a decision being reached on an amendment.

Subject to final checks to ensure number references were correct and incorporation of changes noted above, it was,

**Resolved:**

**To request Standards recommend Council adopt the revised Part 4.**

33 **Protocol 4: Planning Code of Good Practice**

The Focus Group considered a report detailing proposed changes to Protocol 4 in relation to Site Visits, following a recommendation endorsed at Overview and Scrutiny Management Committee, accepted by the Cabinet Member. The Cabinet Member and the Chairman of the Planning Committee Systems Task Group, who had proposed the change in procedure to allow site visits to be arranged prior to a committee meeting, had both approved the proposed wording.

The Focus Group considered the proposal, and after discussion were happy with the proposed wording subject to removing references to site visits being made 'very exceptionally'. However, it was also felt that sections of the wider protocol were in contradiction with each other, and therefore any proposed changes to the section on site visits should await a wider review of the whole protocol to ensure all parts were consistent.

**Resolved:**

**To request that a review of the entirety of Protocol 4 take place before any changes to the Site Visit arrangements be recommended.**

34 **Protocol 1: Councillor-Officer Relations**

The Focus Group received the revised Protocol 1 following consideration at their meetings on 5 June and 17 July 2018. It was explained that the guidance appendix on Part II papers access had not yet been drafted, and would be circulated as soon as could be arranged. The Focus Group also emphasised that ensuring Protocol 1 was followed would need to be monitored.

**Resolved:**

**Subject to approval of the Part II guidance, and consideration by Group Leaders, to request that Standards recommend Council adopt the revised Protocol 1.**

35 **Part 11A: Corporate Parenting Panel**

The Focus Group received the revised Part 11A, to comprise only the procedural terms of reference for the Corporate Parenting Panel.

**Resolved:**

**To request Standards recommend to Council to adopt the revised Part 11A.**

36 **Forward Work Plan Updates**

The Focus Group agreed the proposed future items, also to include the wider review of Protocol 4.

37 **Urgent Items**

There were no urgent items.

(Duration of meeting: 1.00 - 2.40 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services, direct line 01225 718504, e-mail [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

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# Part 4

## Rules of Procedure: Council

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## Part 4 - Rules of Procedure: Council

### 1. Application to Committees and Sub-Committees

- 1.1 All of the Council rules of procedure apply to meetings of Full Council. Only paragraphs ~~49-16.27~~ and ~~141-23.10~~ apply to meetings of the Cabinet. Only paragraphs ~~14-477.4-16.21~~; ~~51-7417.1-17.24~~; ~~98-13219.1-22.8~~; ~~134-13723.2-23.6~~; ~~14023.9~~; ~~147-14824.1-24.2~~ apply to meetings of Committees and Sub-Committees.

### 2. Annual meeting of the Council

- 2.1 In a year when there is an ordinary election of Members, the annual meeting will take place within 21 days of the retirement of the outgoing Members. In any other year, the annual meeting will take place in March, April or May (Local Government Act 1972, Schedule 12, paragraph 2).
- 2.2 The annual meeting will:
- 2.2.1 elect a person to preside if the Chairman of Council is not present;
  - 2.2.2 elect the Chairman of Council (Local Government Act 1972, s.4);
  - 2.2.3 ~~elect-appoint~~ the Vice-Chairman of Council (Local Government Act 1972, s.5);
  - 2.2.4 approve the minutes of the last meeting;
  - 2.2.5 receive any announcements from the Chairman and/or Head of the Paid Service;  
~~in an election year, elect the Leader;~~
  - 2.2.6 appoint at least one Overview and Scrutiny Committee, a Standards Committee and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to ~~the Full~~ Council nor are Cabinet functions (as set out in Part 3 of this Constitution) (Local Government and Housing Act 1989, s.15);
  - 2.2.7 agree the scheme of delegation or such part of it as the constitution determines it is for the Council to agree (as set out in Part 3 of this constitution);
  - 2.2.8 approve a programme of ordinary meetings of the Council for the year; and
  - 2.2.9 consider any business set out in the notice convening the meeting.  
2.2.10 in an election year:  
2.2.10.1 elect the Leader;

### 3. Election of Chairman, Vice-Chairman and Leader of the Council

- 3.1 The election of the Chairman and the ~~election-appointment~~ of the Vice-Chairman shall be the first and second items of business respectively transacted at the annual meeting of the Council (Local Government Act 1972 s.4 and s.5).
- 3.2 The election of the Chairman, Vice-Chairman and Leader shall be determined by a show of hands unless at least 10 Members request a secret ballot, ~~which-Where a~~ secret ballot is requested it shall be conducted by the person presiding in accordance with the following procedure:
- 3.2.1 the person presiding at the meeting shall invite nominations for Chairman, Vice-Chairman and Leader (as appropriate) from those present at the meeting;
  - 3.2.2 a Member's name must be proposed and seconded to be eligible;
  - 3.2.3 a Member shall not be nominated in ~~his or her~~their absence for the position of Chairman, Vice-Chairman or Leader without ~~his or her~~their written consent;

- 3.2.4 the Chairman, Vice-Chairman or Leader shall be elected from among the Members of the Council duly nominated unless any Member nominated withdraws his or her~~their~~ name, in which case the election shall be from among the remaining nominees;
- 3.2.5 the Chairman, Vice-Chairman or Leader shall be elected by the vote of a majority of those Members present and voting (Local Government Act 1972 Schedule 12, paragraph 39s4(3));
- 3.2.6 each Member shall vote by writing the name of one of the Members nominated upon a ballot paper which shall then be placed in the ballot box;
- 3.2.7 when, in the opinion of the person presiding at the election, each Member present has had a reasonable time in which to vote, the ballot box should be delivered to the person presiding whereupon the voting shall be deemed to have been completed except that this shall not preclude the person presiding from exercising his or her~~their~~ casting vote in accordance with ~~the final bullet of this section~~3.2.11;
- 3.2.8 the ballot papers shall then be counted by the person presiding at the election;
- 3.2.9 if only one Member is nominated, the person presiding shall declare that Member elected as Chairman, Vice-Chairman or Leader as the case may be; and if two Members are nominated the Member receiving the vote of the majority of those Members present and voting shall be declared elected (Local Government Act 1972, Schedule 12, paragraph 39(2));
- 3.2.10 if more than two Members are nominated, the person presiding shall announce the name of the Member with the smallest lowest number of votes and that ~~name~~Member shall be eliminated. A further ballot or ballots shall then be taken and after each ballot the ~~name of the~~ Member receiving the smallest lowest number of votes shall be eliminated, in accordance with the foregoing procedure, until only two ~~names~~Members remain which shall be submitted to the final vote;
- 3.2.11 in the event of an equality of votes in any of the ballots, the person presiding shall give a second or casting vote and where there are three or more Members with an equal number of votes the person presiding shall give a second casting vote to each of such Members except one (Local Government Act 1972, Schedule 12, paragraph 39(2)).

#### **4. Selection of Members to serve on Committees and outside bodies**

- 4.1 At the annual meeting, the Council will:
  - 4.1.1 decide which Committees to establish for the municipal year;
  - 4.1.2 decide the size and terms of reference for those Committees;
  - 4.1.3 decide the allocation of seats and substitutes to political groups in accordance with the political balance rules (Local Government and Housing Act 1989 s.15(1));
  - 4.1.4 receive nominations of Members to serve on each committee and appoint to those Committees
  - 4.1.5 Appointments to outside bodies will be made by the Leader of Council, Cabinet, Area Boards or a meeting of group leaders as appropriate.

#### **5. Ordinary meetings**

- 5.1 Ordinary meetings of the Council will take place in accordance with a programme decided by Council. Ordinary meetings will:
  - 5.1.1 elect a person to preside if the Chairman and Vice-Chairman are not present;

- 5.1.2 elect a Leader if there is a vacancy;
- 5.1.3 approve the minutes of the last meeting;
- 5.1.4 receive any declarations of interest from Members;
- 5.1.5 receive any announcements from the Chairman, Leader, Members of the Cabinet, committee chairmen or the head of paid service;
- 5.1.6 receive questions from and provide answers to Members of the Council and the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting;
- 5.1.7 deal with any business from the last Council meeting;
- 5.1.8 receive reports from the Cabinet and the Council's Committees and receive questions and answers on any of those reports;
- 5.1.9 receive reports about and receive questions and answers on the business of joint arrangements and external organisations;
- 5.1.10 consider motions; and
- 5.1.11 consider any other business specified in the summons to the meeting, including consideration of proposals from the Cabinet in relation to the Council's budget and policy framework and reports of the overview and scrutiny Committees for debate.

5.2 Members wishing to ask a question in relation to the reports of the Dorset and Wiltshire Fire Authority are required to give written notice (including details of the question) to the Proper Officer no later than ~~five~~Four clear working days before the Council meeting.

## 6. Extraordinary meetings

### Calling ~~an~~ extraordinary meetings

- 6.1 Those listed below may request the Proper Officer to call Council meetings in addition to the scheduled ordinary meetings:
- 6.1.1 the Council by resolution;
  - 6.1.2 the Chairman of the Council (Local Government Act 1972, Schedule 12, paragraph 3(1));
  - 6.1.3 the ~~monitoring~~Monitoring officer~~Officer~~ or the ~~head~~Head of ~~the paid~~Paid service~~Service~~ (Local Government and Housing Act 1989 s.4 and s.5); ~~and/or~~
  - 6.1.4 any five Members ~~of the Council~~ if they have signed a requisition and presented it to the Chairman of the Council and ~~he/she~~the Chairman has refused to call a meeting, or has failed to call a meeting within seven days of the presentation of the requisition (Local Government Act 1972, Schedule 12, paragraph 3(2)).

6.2 The notice for any extraordinary meeting must specify the business proposed to be transacted at the meeting with no consideration of previous minutes or reports from Committees.

## 7. Appointment of substitute Members of Committees and Sub-Committees

### Allocation

7.1 As well as allocating seats on Committees, the Council will allocate seats in the same manner for substitute Members.

## Number

- 7.2 For each committee, the Council will appoint ~~up to~~ a maximum of four substitutes for each political group which holds seats on that committee.

## Powers and duties

- 7.3 Substitute Members will have all the powers and duties of any ordinary Member of the committee but will not be able to exercise any special powers or duties exercisable by the person they are substituting.

## Substitution

- 7.4 Substitute Members may attend meetings in that capacity only:
- 7.4.1 to take the place of the ordinary Member for whom they are the designated substitute;
  - 7.4.2 where the ordinary Member will be absent for the whole of the meeting; and
  - 7.4.3 after notifying the Proper Officer before the start of the meeting of the intended substitution.

## **8. Declaration of disclosable pecuniary interests**

- 8.1 Where a Member has declared a pecuniary interest in an item on an agenda, they must withdraw from the meeting in their capacity as a Member for the duration of that item, and not speak or vote on the item with the exception of exercising their right to speak as a member of the public.

## **9. Time and place of meetings**

- 9.1 The time and place of meetings will be determined by the Proper Officer and notified in the summons (Local Government Act 1972, Schedule 12, paragraphs 1(4) annual meeting) and 2(2) (all other meetings of the Council).
- 9.2 With the exception of an extraordinary meeting requisitioned by Members in accordance with paragraph 96, the Proper Officer may cancel a meeting in the event of the below circumstances under mentioned circumstances following consultation with the Chairman and giving reasonable notice of its cancellation:
- 9.2.1 Inclement weather;
  - 9.2.2 Where there is reason to believe the meeting would not be quorate;
  - 9.2.3 Insufficient business for the meeting to be viable;
  - 9.2.4 Other reasonable unforeseen circumstances.

## **10. Notice of and summons to meetings**

- 10.1 The Proper Officer will give notice to the public of the time and place of any meeting in accordance with the Part 5 of this Constitution (Access to Information Procedure Rules). At least five clear days before a meeting, the Proper Officer will send a summons signed by him or her by post to every Member of the Council, or leave it at their usual place of residence or if the Member has consented via email. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available (Local

Government Act 1972, Schedule 12, paragraph 4 as amended by The Local Government (Electronic Communications) (England) Order 2015).

## 11. Chair of meeting

11.1 The person presiding at the meeting may exercise any power or duty of the Chairman. Where these rules apply to committee and sub-committee meetings, references to the Chairman also include the Chairman of Committees and Sub-Committees.

## 12. Quorum

12.1 The quorum of any meeting will be one quarter of its total voting Membership, subject to a minimum number of three voting Members. If ~~D~~during any meeting, ~~if~~ upon request, the Chairman counts the number of Members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. ~~he/she does~~they do not fix a date, the remaining business will be considered at the next ordinary meeting (Local Government Act 1972, Schedule 12, paragraph 6).

## 13. Public participation at meetings

13.1 The Council welcomes public participation from anyone who lives, works or studies in Wiltshire, or who has a direct connection to a service provided by the Council. Public participation can take the form of presenting petitions, making statements or asking questions.

13.2 This rule applies to Council and committee meetings other than planning Committees. Paragraphs ~~48—50~~16.25-16.27 refer to the application of this rule at Cabinet, planning Committees and area boards.

## 14. Petitions

14.1 The Council has adopted a Petitions Scheme which is set out in Part 4A of this Constitution. This sets out the purpose of a petition, the eligibility criteria and relevant thresholds for making petitions, the procedure and review mechanisms.

## 15. Statements

15.1 Up to three speakers are permitted to speak for up to ~~3~~three minutes each on any agenda item although this may be extended at the Chairman's discretion.

15.2 Those wishing to make a statement must register to do so at least ~~10~~ten minutes prior to the meeting by contacting Democratic Services.

15.3 Statements must be relevant to the powers and duties of the Council and be clear and concise. A statement must not:

- 15.3.1 be defamatory, frivolous, offensive, vexatious, unlawful or otherwise improper;
- 15.3.2 relate to any non-determined planning or licensing application;
- 15.3.3 name or identify individual service users, Members of staff or Members of staff of partner agencies.

## 16. Public Questions

16.1 At ordinary meetings of Full Council, questions can be asked of the Chairman of Council, Members of Cabinet and Chairmen of Committees, ~~. At meetings of Committees questions can be asked of the or chairmen~~Chairman of Committees (at committee meetings). The total time set aside for such questions and answers will be limited to 15 minutes which can be extended at the Chairman's discretion.

### Notice of questions

16.2 No person or organisation may submit more than two questions at any one meeting. No question may be sub-divided into more than two related parts.

16.3 In order to be guaranteed ~~of receiving receipt of~~ a written response prior to the meeting questions must be delivered in writing or by ~~electronic mail~~email to the Proper Officer no later than 5pm four clear working days before the meeting. The period of notice is to allow sufficient time for a response to be formulated.

16.4 Any questions received between ~~5pm four clear working days before the meeting and 5pm two clear working days the deadline in paragraph 29 and no later than 5pm two clear working days~~ before the meeting, may only receive ~~a verbal~~an oral response at the meeting. Any questions received after ~~this date~~5pm two clear working days before the meeting will be received at the next meeting

16.5 In exceptional circumstances and in cases of urgency the Chairman may allow questions without the full period of notice having been given where ~~he or she is~~they are satisfied there is sufficient justification. In these circumstances, there is no guarantee that a full reply will be given at the meeting.

16.6 Notice of each question must include the name and address of the questioner, (in respect of an organisation, the name of the organisation and the questioner's position within the organisation) and to whom the question is to be put.

### Scope of questions

16.7 The question must be relevant to the powers and duties of the Council and be clear and concise. A question will be rejected where it:

16.7.1 does not relate to a matter for which the ~~local authority~~Council has a responsibility or which affects the Council's administrative area;

16.7.2 is defamatory, frivolous, offensive, vexatious, unlawful or otherwise improper;

16.7.3 relates to any non-determined planning or licensing application;

16.7.4 requires the disclosure of confidential or exempt information;

16.7.5 names or identifies individual service users, Members of staff or Members of staff of partner agencies;

16.7.6 is considered by the Chairman to be inappropriate for the particular meeting.

16.8 The Chairman's ruling on rejection of a question will be final following consultation with the Monitoring Officer.

16.9 Where a question is rejected on the above grounds, the questioner shall be advised of the reasons for rejection. Time permitting the questioner will be given an opportunity to submit an amended question that will be considered afresh against the criteria in



paragraph ~~33~~16.7. For the avoidance of doubt, questions amended in this way, must be delivered within the timescale referred to at paragraphs ~~29-30~~16.3-16.4.

#### At the meeting

- 16.10 Questions will be dealt with in order of receipt subject to the Chairman's discretion to group together questions on the same or similar subject.
- 16.11 The Chairman may choose to take questions as read. However, if a questioner wishes to ask ~~his or her~~their question at the meeting, he or she will be given up to three minutes to ask each question. If the questioner prefers, the question may be asked on ~~his or her~~their behalf by ~~his or her~~their local division Member if ~~the local division Member~~they consents to this.
- 16.12 If the questioner is not able to be present at the meeting and has not made arrangements for someone else to ask the question, the Chairman may ask the question on the questioner's behalf or indicate that a written reply will be given.
- 16.13 Subject to time constraints, questions which are submitted by the deadline will be answered at the meeting. However, the Chairman in consultation with the Monitoring Officer may refer a question to officers for a direct written response if they consider the question can be most appropriately handled in that way. Where a question is dealt with in this way, the questioner will be advised of this and provided with a response where possible within five working days of the meeting copied to all Members of the Council.
- 16.14 The relevant Member of the Council or another Member on their behalf will aim to provide a response in advance of, or at, the meeting and this will be followed up by a written copy of the response being sent to the questioner where possible within five working days of the meeting. Where it is not possible to provide a response at the meeting, a written response will be sent to the questioner where possible within five working days of the meeting. A copy of the response will be provided to all Members.
- 16.15 Any questions which cannot be dealt with during the time allocated for questions will be dealt with by a written response sent to the questioner where possible within five working days of the meeting. A copy of the response will be provided to all Members. ~~and copied to all Members of the Council.~~

#### Supplementary questions

- 16.16 For each question submitted, the questioner will be permitted to ask one supplementary question without notice which must be relevant to the original question or arise from the response given.
- 16.17 The Chairman may reject the supplementary question on the grounds listed in paragraph ~~33~~16.7 above (reasons for rejection).
- 16.18 The person to whom the question has been put or another Member on their behalf, shall answer the supplementary question if he or she is able to do so at the time. If this is not possible, a written response will be provided to the questioner where possible within five working days of the meeting.

#### Form of response

- 16.19 A response may take the following forms:
- 16.19.1 a direct oral answer;
  - 16.19.2 where the answer is contained within a publication of the Council or in any report or minutes by reference to those documents;
  - 16.19.3 a written reply.

#### No debate on questions

- 16.20 Ordinarily, no debate shall be allowed on questions presented or responses given. In exceptional circumstances only, the Chairman may allow discussion. No decision can be made arising from a question other than to refer it to Full Council, Cabinet or a ~~committee~~ Committee by way of a motion which shall be moved, seconded and voted on without discussion.

#### Circulation of questions and responses

- 16.21 Upon receipt, copies of questions will be circulated to the Chairman and Vice-Chairman, Leader of the Council and to the Member of Council to whom the question is to be put and any other relevant Members.
- 16.22 Copies of questions received in accordance with these rules will be provided to all Members or Members of the committee as appropriate prior to the meeting.
- 16.23 Copies of responses where available, will be circulated to Members two days before the meeting unless this is not possible due to exceptional circumstances.

#### Record of questions

- 16.24 The minutes of the meeting shall record the name of the questioner (in respect of an organisation, the name of the organisation and the questioner's position within the organisation), the subject matter, and the name of the person replying.

#### Application at Planning Committees, Cabinet and Area Boards

- 16.25 In respect of public participation at the Strategic Planning Committee and Area Planning Committees, ~~please refer to the~~ provisions set out in the Planning Code of Good Practice for Members of Wiltshire Council Protocol. (Protocol 4 to this constitution) will apply.
- 16.26 In respect of public participation at Cabinet meetings, ~~please refer to~~ the provisions set out in Part 7- Cabinet Procedure Rules will apply.
- 16.27 In respect of Area Boards, where public engagement is welcomed and encouraged throughout the meeting, ~~please refer to any the~~ procedure, rules and guidance are at the discretion of the Chairman subject to any guidance as issued from time to time by the Leader.

## **17. Members' Questions**

- 17.1 A Member of the Council may ask the Leader ~~of the Council~~, or any other Member of the Cabinet ~~or, the~~ Chairman of a ~~committee~~ Committee or ~~subSub-committee~~ Committee any question without notice on a report of the Cabinet, Cabinet Member or a ~~committee~~ Committee or ~~subSub-committee~~ Committee when that report is being received or under consideration by ~~the~~ Full Council.

#### Questions on notice

- 17.2 ~~In respect of~~ At ordinary meetings of Full Council meetings, a Member of the Council may ask a question of:
- 17.2.1 ~~the Chairman of Council;~~
  - 17.2.2 the ~~Leader of the Council;~~
  - 17.2.3 a ~~Cabinet Member;~~ or
  - 17.2.4 Chairman of a ~~committee~~ Committee or Sub-Committee;
- ~~as appropriate, a question~~ on any matters in relation to which the Council has powers or duties or which affects the Council's administrative area ~~at all ordinary meetings on matters~~ which are not included in a report to the Council.
- 17.3 In respect of an ordinary committee ~~Committee or Sub-Committee~~ meetings, a Member of the Council may ask a question of the Chairman ~~of the committee a question~~ on any matter in relation to the powers and duties of that ~~committee~~ Committee at all ordinary meetings on matters which are not included in a report to that ~~committee~~ Committee or Sub-Committee.
- 17.4 In the case of extraordinary meetings ~~of Council and Committees~~, questions must relate to the subject(s) under consideration at ~~the extraordinary~~ that meeting.

#### Notice of questions by Members

- 17.5 In order to be guaranteed of receiving a receipt of written response prior to the meeting, questions must be delivered in writing or by ~~electronic mail~~ email to the Proper Officer or their designated representative no later than 5pm nine clear working days before the meeting. The period of notice is to allow sufficient time for a written response to be formulated.
- 17.6 Any question received between 5pm nine clear working days before the meeting and the deadline in paragraph 55 and no later than 5pm four clear working days before the meeting, may only receive a verbal an oral response at the meeting. ~~This means for a meeting held on a Tuesday, questions must be received by 5pm Tuesday of the preceding week (less any intervening bank holiday).~~ Any questions received after this date deadline will be received at the next meeting.
- 17.7 In exceptional circumstances the Chairman may allow questions without the full period of notice having been given where ~~he or she is~~ they are satisfied there is sufficient justification. In these circumstances, there is no guarantee that a full or written reply will be given at the meeting.
- 17.8 Notice of each question must include the name of the Member asking the question and to whom the question is to be put and be listed in priority order

#### Scope of questions

- 17.9 The question must be relevant to the powers and duties of the Full Council/committee and be clear and concise. A question will be rejected where it:
- 17.9.1 does not relate to a matter for which the Council/~~committee~~ Committee has a responsibility or which does not affects the Council's administrative area;
  - 17.9.2 is defamatory, frivolous, offensive, vexatious, unlawful or otherwise improper;
  - 17.9.3 relates to any non-determined planning or licensing application;
  - 17.9.4 requires the disclosure of confidential or exempt information;
  - 17.9.5 names or identifies individual service users, Members of staff or Members of staff of partner agencies;
  - 17.9.6 ~~Where a question submitted~~ relates solely to operational issues unless the Member does not receive a response from the relevant head or service or; director, or has not received a response they consider satisfactory.
  - 17.9.7 is considered by the Chairman to be inappropriate for the particular meeting.
- 17.10 The Chairman's ruling on rejection of a question will be final following consultation with the Monitoring Officer.
- 17.11 Where a question is rejected on the above grounds, the Member shall be advised of the reasons for rejection. Time permitting, the Member will be given an opportunity to submit an amended question that will be considered afresh against the criteria in paragraph ~~59~~ 17.9 (reasons for rejection). For the avoidance of doubt, questions amended in this way, must be delivered within the timescale referred to at paragraph ~~55-56~~ 17.5-17.6 above.

#### At the meeting

- 17.12 No more than 20 supplementary questions will be answered at the meeting. Any question which receives a verbal an oral response will also receive a written response from the appropriate Member no later than five clear working days after the meeting and copied to all Members or Members of the committee as appropriate and also attached to the minutes.
- 17.13 Questions will be received in the order of receipt per Member, but a Member may not ask a second question until all other first questions from other Members have been dealt with. The same principle applies to third and subsequent questions subject to the Chairman's discretion.
- 17.14 Questions will be taken as read. If a Member is not present to receive an answer to their question in the event they were to receive a verbal response, the Chairman may ask the question on the Member's behalf or indicate that a reply will be given in writing within five working days of the meeting.

#### Supplementary question

- 17.15 For each question submitted, a Member will be permitted to ask one supplementary question without notice which must be relevant to the original question or arise from the response given, subject to the limit of 20 questions presented at the meeting in paragraph ~~62~~ 17.12. The Chairman may reject the supplementary question on the grounds listed in paragraph ~~59~~ 17.9 above (reasons for rejection).

17.16 Subject to paragraph ~~63~~17.13, Members should indicate prior to a meeting if they do not wish to ask a supplementary question to ensure that submitted question does not count toward the limit of 20 to be received at the meeting.

17.17 The person to whom the question has been put or another Member on their behalf, shall answer the supplementary question if he or she is able to do so at the time. If this is not possible, a written response will be provided to the Member where possible within five working days of the meeting.

#### Form of response

17.18 A response may take the following forms:

17.18.1 a direct oral answer, unless the question has been submitted nine clear working days prior to the meeting;

17.18.2 where the answer is contained within a publication of the Council or in any report or minutes by reference to those documents;

17.18.3 a written reply.

#### No debate on Member questions

17.19 Ordinarily, no debate shall be allowed on questions presented or responses given. In exceptional circumstances only the Chairman may allow discussion. No decision can be made arising from a question other than to refer it to Council, Cabinet or a committee by way of a motion which shall be moved, seconded and voted on without discussion.

#### Circulation of Member questions and responses

17.20 Upon receipt, copies of questions will be circulated to the Chairman and Vice-Chairman of Council or committee as appropriate, ~~the Leader of the Council~~ and the Member of Council to whom the question is to be put and any other relevant Members.

17.21 Copies of questions received in accordance with these rules will be provided to all Members or Members of the committee as appropriate prior to the meeting.

17.22 Copies of responses where available, will be circulated to Members two days before the meeting unless this is not possible due to exceptional circumstances.

17.23 Copies of all questions and responses will be attached to the minutes of the meeting.

#### Record of Member questions

17.24 The minutes of the meeting shall record the name of the Member asking the question, the subject matter, and the name of the Member replying.

### **18. Motions on notice**

#### Notice

18.1 Except for motions which can be moved without notice under paragraph 95~~19~~, written notice of every motion signed by at least two Members of Council must be delivered to the Proper Officer no later than ten clear working days before the date of the meeting.

This is to ensure that where appropriate a report is prepared to assist Council in its consideration of the motion.

- 18.2 In exceptional circumstances and in cases of urgency, the Chairman may accept motions without the full period of notice having been given.
- 18.3 Delivery can be by electronic means provided that the Proper Officer is satisfied that it has been sent by the Members concerned.
- 18.4 Notices of motion may be moved at the Annual Meeting or any ordinary meeting of ~~the~~ Full Council.
- 18.5 Notices of motion may be moved at extraordinary meetings of the Council but only if the notice of motion relates to the subject matter of that extra-ordinary meeting.
- 18.6 There is no limit on the number of notices of motion that may be submitted to each meeting. However, the Chairman will apply this rule in the context of the length of the agenda to ensure proper conduct of the business to be transacted.

#### Scope

- 18.7 Motions must be clear and concise and be about matters for which the Council has a responsibility or which affect the Council's administrative area. Motions will be rejected where they:
  - 18.7.1 do not relate to a matter for which the Council has a responsibility or which do not affect the Council's administrative area or those living in that area;
  - 18.7.2 are defamatory, frivolous, offensive, vexatious, unlawful or otherwise improper;
  - 18.7.3 relate to any non-determined planning or licensing application;
  - 18.7.4 name or identify individual service users, Members of staff or Members of staff of partner agencies; or
  - 18.7.5 are considered by the Chairman to be inappropriate for the particular meeting or undermines the purposes of the constitution.
- 18.8 The Chairman's ruling on rejection of a motion will be final following consultation with the Monitoring Officer.
- 18.9 Where a motion is rejected, the Members concerned will be advised as soon as possible giving reasons for rejection. Where time permits, the Members concerned may submit an amended motion which will be considered afresh against the criteria in paragraph ~~78~~18.7. For the avoidance of doubt, motions amended in this way must be delivered within the timescale referred to at paragraph ~~72~~18.1.

#### Recording of motions

- 18.10 On receipt of notices of motion received in accordance with these rules, the Proper Officer will enter-record the details of the motion and the time and date of ~~receipt in a book~~. This book-record shall be open for inspection by Members of the public during normal office hours.
- 18.11 Motions received in accordance with these rules will be listed on the agenda in the order in which notice was received subject to the Proper Officer's s discretion to group

together motions on the same or similar subject, unless the Members giving notice state in writing that they propose to move it ~~to~~at a later meeting or withdraw it.

#### At the meeting

18.12 The Chairman will invite the proposer, or one of the Members, who has given notice of the motion to move the motion. Where these Members are not available at the meeting, the motion can be moved and seconded by any other Members. The Cabinet Member will also have the opportunity to respond to points raised during the debate, before the mover of the motion exercises their right of reply.

18.13 A notice of motion must be moved at the meeting, it must then be seconded. If the motion is not moved and seconded, it will, unless postponed by consent of the Council, be treated as abandoned and may not be moved without fresh notice.

18.14 Once moved and seconded at the meeting, the Member proposing the motion will be given up to five minutes in which to present ~~his or her~~their motion.

18.15 The Chairman will give the relevant Cabinet Member an opportunity to respond to the motion giving ~~him or her~~them up to five minutes in which to do so.

18.16 On considering a notice of motion and subject to paragraphs ~~92-97~~18.18-18.23 below, the following options shall then be open to the Council:

18.16.1 debate the motion and vote on it;

18.16.2 refer it to an appropriate Member body with or without debate;

18.16.3 refer it to the Leader ~~of Council~~ with or without debate.

18.17 The Chairman will move that the motion either be debated on the day or referred to the appropriate Member body. This will be seconded by the Vice-Chairman ~~of Council~~ or in ~~his or her~~their absence, another Member of the Council, and put to the vote without discussion. On the question of referring the motion to an appropriate Member body, the only amendment the Chairman will accept is to which Member body the motion should be referred.

18.18 If the motion relates to a function exercisable only by the Full Council then the Full Council will debate the motion and on consideration of a report, determine the motion or refer it to a future meeting of the Full Council.

18.19 If the motion relates to a function that has been delegated to another Member body then the Council will vote without debate on whether to refer the motion to that Member body.

18.20 If referred to another Member body that Member body must consider the motion at its next available meeting. The mover and seconder of the motion will be invited to attend that meeting if they are not already Members of that body in order to present their motion but will not be able to vote unless they have voting rights. The Member body must report back to the Council as soon as practicable by way of the minutes of that meeting.

18.21 If the notice of motion is referred to another Member body following debate at Council, a summary of the debate at Council together with any recommendation will be taken into account by the Member body when considering the motion.

18.22 If the notice of motion relates to an executive function, the motion will be referred to the Leader ~~of the Council~~. The Leader will write to the proposers of the motion with a copy to all Members of the Council, advising them what steps ~~he or she~~they proposes to take.

18.23 Any decision of Council arising from a motion must comply with the principles of decision making as set out in Part 2, paragraph 13.2 of this Constitution.

## 19. Motions without notice

19.1 The following motions may be moved without notice:

- 19.1.1 to ~~appoint~~elect a Chairman of the meeting at which the motion is moved;
- 19.1.2 in relation to the accuracy of the minutes;
- 19.1.3 to change the order of business in the agenda;
- 19.1.4 to refer something to an appropriate body or individual;
- 19.1.5 to appoint a committee or Member arising from an item on the summons for the meeting;
- 19.1.6 to receive reports or adoption of recommendations of Committees or officers and any resolutions following from them;
- 19.1.7 to withdraw a motion;
- 19.1.8 to amend a motion;
- ~~19.1.9 to proceed to the next business;~~
- ~~19.1.10~~19.1.9 that the question be now put;
- ~~19.1.11~~19.1.10 to adjourn a debate;
- ~~19.1.12~~19.1.11 to adjourn a meeting;
- ~~19.1.13~~19.1.12 to suspend a particular Council procedure rule capable of being suspended
- ~~19.1.14~~19.1.13 to exclude the public and press in accordance with the access to information procedure rules;
- ~~19.1.15~~19.1.14 not to hear further a Member named under paragraph ~~4454~~23.15 or to exclude them from the meeting under paragraph ~~446~~23.16;
- ~~19.1.16~~19.1.15 to give the consent of the Council where its consent is required by this constitution.

## 20. Rules of debate

### No speeches until motion seconded

20.1 Once the mover has moved a proposal and explained its purpose, the motion must be seconded before any speeches may be made.

### Right to require motion in writing

20.2 Unless notice of the motion has already been given, the Chairman may require it to be written down and handed to ~~him/her~~them before it is discussed.

### Secunder's speech

20.3 When seconding a motion or amendment, a Member may reserve their speech until later in the debate.



### Content and length of speeches

- 20.4 Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed five minutes without the consent of the Chairman.

### When a Member may speak again

- 20.5 A Member who has spoken on a motion may not speak again whilst it is the subject of debate, except:
- 20.5.1 to speak once on an amendment moved by another Member;
  - 20.5.2 to move a further amendment if the motion has been amended since he/shethey last spoke;
  - 20.5.3 if his/hertheir first speech was on an amendment moved by another Member, to speak on the main issue (whether or not the amendment on which he/shethey spoke was carried);
  - 20.5.4 in exercise of a right of reply;
  - 20.5.5 on a point of order;
  - 20.5.6 by way of personal explanation.

### Amendments to motions

- 20.6 An amendment to a motion must be relevant to the motion and will be one of the following:
- 20.6.1 to refer the matter to an appropriate body or individual for consideration or reconsideration;
  - 20.6.2 to leave out words;
  - 20.6.3 to leave out words and insert or add others or;
  - 20.6.4 to insert or add words

as-so long as the effect of the amendments is not to negate the motion.

- 20.7 Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- 20.8 If an amendment is not carried, other amendments to the original motion may be moved.
- 20.9 If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- 20.10 After an amendment has been carried, the Chairman will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

### Alteration of motions or amendments

- 20.11 A Member may alter a motion or amendments of which he/shethey ~~has~~ have given notice with the consent of the meeting. The meeting's consent will be signified without discussion.

20.12 A Member may alter a motion or amendments which ~~he/she~~they ~~has~~have moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.

20.13 Only alterations which could be made as an amendment may be made.

#### Withdrawal of motion

20.14 A Member may withdraw a motion which ~~he/she~~they ~~has~~have moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No Member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

#### Right of reply

20.15 The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.

20.16 If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.

20.17 The mover of the amendment has ~~the~~no right of reply as the penultimate speaker, prior to the mover of the original motion, at the end of the debate on ~~his or her~~their amendment.

#### Motions which may be moved during debate

20.18 When a motion is under debate, no other motion may be moved except the following procedural motions:

20.18.1 to withdraw ~~a~~the motion;

20.18.2 to amend ~~a~~the motion;

~~20.18.3 to proceed to the next business;~~

~~20.18.4~~20.18.3 that the question be now put;

~~20.18.5~~20.18.4 to adjourn a debate;

~~20.18.6~~20.18.5 to adjourn a meeting;

~~20.18.7~~20.18.6 to exclude the public and press in accordance with the Access to Information Procedure Rules ~~and; or~~

~~20.18.8~~20.18.7 not to hear further a Member named under paragraph ~~44~~23.15, or to exclude them from the meeting under paragraph ~~44~~23.16.

#### Closure motions

20.19 A Member may move, without comment, the following motions at the end of a speech of another Member:

~~to proceed to the next business;~~

20.19.1 that the question be now put;

20.19.2 to adjourn ~~a~~the debate or;

20.19.3 to adjourn a meeting.

~~20.20~~ If a motion to proceed to next business is seconded and the Chairman thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.

~~20.21~~ 20.20 If a motion that the question be now put is seconded and the Chairman thinks considers the item has been sufficiently discussed, he/she/they will put the procedural motion to the vote. If it is passed he/she/they will give the mover of the original motion a right of reply before putting his/her/their motion to the vote.

~~20.22~~ 20.21 If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chairman thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she/they will put the procedural motion to the vote without giving the mover of the original motion the right of reply.  
Point of order

~~20.23~~ 20.22 A Member may raise a point of order at any time. The Chairman will hear them immediately. A point of order may only relate to an alleged breach of these Council rules of procedure or the law. The Member must indicate the rule or law and the way in which he/she/they considers it has been broken. The ruling of the Chairman on the matter will be final.

#### Personal explanation

~~20.24~~ 20.23 A Member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the Member which may appear to have been misunderstood in the present debate. The ruling of the Chairman on the admissibility of a personal explanation will be final.

## **21. Previous decisions and motions**

### Motion to rescind a previous decision

21.1 A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least ~~40~~ ten Members (or a quarter of the Members of a committee).

### Motion similar to one previously rejected

21.2 A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the previous six months cannot be moved unless the notice of motion or amendment is signed by at least ~~40~~ ten Members (or a quarter of the Members of a committee). Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

## **22. Voting**

### Majority

22.1 Unless this constitution provides otherwise, any matter will be decided by a simple majority of those Members voting and present in the room at the time the question was put (Local Government Act 1972, Schedule 12, paragraph 39(1)).

### Chairman's casting vote

- 22.2 If there are equal numbers of votes for and against, the Chairman will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote (Local Government Act 1972, Schedule 12, paragraph 39(2)).

### Affirmation

- 22.3 Unless a ballot or recorded vote is taken under paragraphs ~~128 and 129~~22.4-22.7, the Chairman will take the vote by the affirmation of the meeting.

### Ballots

- 22.4 The vote will take place by ballot if ~~10~~ten Members (or a quarter of the Members of a committee) present at the meeting demand it or at the Chairman's discretion. The Chairman will announce the numerical result of the ballot immediately the result is known.

### Recorded vote

- 22.5 With the exception of the paragraph ~~130~~22.6, if ~~10~~ten Members (or a quarter of the Members of a committee) present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be recorded in the minutes. A demand for a recorded vote will override a demand for a ballot.
- 22.6 Recorded votes shall be taken on all decisions of Full Council in respect of:
- 22.6.1 Setting the authority's budget and determining the level of Council tax to be levied;
  - 22.6.2 Policy Framework Items;
  - 22.6.3 Member Motions; and
  - 22.6.4 other substantive issues.
- 22.7 The names for and against the motion or amendment or abstaining from voting on these matters will be recorded and attached to the minutes.

### Right to require individual vote to be recorded

- 22.8 Where any Member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting (Local Authorities (Standing Orders) Regulations 1993, Schedule 2, paragraph 1(1)).

### Voting on appointments

- 22.9 If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

## 23. Minutes

### Signing the minutes

- 23.1 The Chairman will sign the minutes of the proceedings at the next suitable meeting (Local Government Act 1972, Schedule 12, paragraph 41(1)). The Chairman will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

### No requirement to sign minutes of previous meeting at extraordinary meeting

- 23.2 Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an extraordinary meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of schedule 12 relating to signing of minutes.

### Form of minutes

- 23.3 Minutes will contain all motions and amendments in the exact form and order the Chairman put them.

### Record of Attendance

- ~~23.4~~ All Members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance (Local Government Act 1972, Schedule 12, paragraph 40).

- ~~23.4~~~~23.5~~ A record will be kept of when a Member of the Council leaves the meeting at any time before the meeting is closed or adjourned.

### Exclusion of the Public

- ~~23.5~~~~23.6~~ Members of the public and press may only be excluded only either in accordance with the Access to Information Rules in Part 5 of this constitution (Local Government Act 1972 s.100A and Local Authorities (Executive Arrangements) (Meetings and Access to Information (England) Regulations 2012 reg 4) (2)) or paragraph 147 (disturbance by public).

### Members' attendance

- ~~23.6~~~~23.7~~ Subject to paragraph ~~140~~~~23.9~~, if a Member of the Council fails throughout a period of six consecutive months from the date of his or hertheir last attendance to attend any meeting of the Council, he or she shall, unless the failure was due to some reason approved by the Council before the expiry of that period, cease to be a Member of the Council (Local Government Act 1972 s.85(1)).

~~23.7~~23.8 Attendance as a Member at a meeting of any committee, sub-committee, area board, panel or working party of the Council, or at a meeting or any joint committee, joint board or other body by whom for the time being any functions of the Council are being discharged, or which was appointed to advise the Council on any matter relating to the discharge of its functions and attendance as the Council's representative on an outside body shall be deemed to be attendance (Local Government Act 1972 s.85(2)).

~~23.8~~23.9 Any person (not being a Member of the Council) appointed by the Council or a committee to serve on a committee, sub-committee or panel who is absent from all meetings of such committee, sub-committee or panel for a continuous period of six months except for some reason approved by the committee, sub-committee or panel before the expiry of that period shall at the end of that period cease to be a Member of that committee, sub-committee or panel. (Local Government Act 1972 s102 (2-4))

~~23.9~~23.10 If a Member of the Cabinet fails throughout a period of six consecutive months from the date of ~~his or her~~their last attendance, to attend any meeting of the Cabinet, ~~he or she~~they shall, unless the failure was due to some reason approved by the Council before the expiry of that period, cease to be a Member of the Council (Local Government Act 1972 s.85(2A) and s.85(2B)).

#### Standing to speak

~~23.11~~ When a Member speaks at Full Council ~~he/she~~they must stand unless exempted by the Chairman~~and address the meeting through the Chairman.~~

~~23.10~~23.12 If more than one Member stands, the Chairman will ask one to speak and the others must sit. Other Members must remain seated whilst a Member is speaking unless they wish to make a point of order or a point of personal explanation.

#### Chairman standing

~~23.11~~23.13 When the Chairman stands during a debate, any Member speaking at the time must stop and sit down. The meeting must be silent.

#### Addressing the Chair

~~23.14~~ When a Member of the Council speaks they must address the Council through the Chairman.

#### Member not to be heard further

~~23.12~~23.15 If a Member persistently disregards the ruling of the Chairman by behaving improperly, or offensively, or deliberately obstructs business, the Chairman may move that the Member not be heard further. If seconded, the motion will be voted on without discussion.

#### Member to leave the meeting

~~23.13~~23.16 If the Member continues to behave improperly after ~~such~~ a motion under paragraph 23.15 is carried, the Chairman may move that either the Member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

## General disturbance

~~23.14~~23.17 If there is a general disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as ~~he/she~~they ~~thinks~~considers necessary (Public Bodies (Admission to Meetings) Act 1960 s.1(8)).

## **24. Disturbance by the public**

### Removal of Member of the public

24.1 If a Member of the public interrupts proceedings, or their behaviour or attire is deemed by the Chairman to cause offence, the Chairman will warn the person concerned. If they continue to interrupt or continue to cause offence, the Chairman may order their removal from the meeting room (Local Government Act 1972 s.100A(8)) following consultation with the Monitoring Officer or their designated representative.

### Clearance of part of meeting room

24.2 If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared (Local Government Act 1972 s.100A(8)).

## **25. Suspension and amendment of Council procedure rules**

### Suspension

25.1 All of these Council rules of procedure except paragraphs ~~131-22.8~~ and ~~133-23.1~~ may be suspended by motion on notice, or without notice, if at least one half of the whole number of Members of the Council are present. Suspension can be only for the duration of the meeting (Local Government Act 1972, Schedule 12, paragraph 42).

### Amendment

25.2 Any motion to add to, vary or revoke these Council rules of procedure will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of ~~the~~Full Council.

## Schedule 1 – Part 4 A Wiltshire Council Petitions Scheme

### 1. Petitions

- 1.1 The council recognises that petitions are one way in which the people can let it know their concerns. All petitions sent or presented to the council will receive an acknowledgement from the council **within 10 working days of receipt.**
- 1.2 Anyone who signs a petition must meet the following **eligibility requirements:**
- 1.2.1 For a Petition to be presented to **Full Council**, signatories must be **aged 13 or above, live work or study in Wiltshire**, or have a **direct connection to the service which is the subject of the petition.** For the petition to be noted at Full Council it requires a **minimum of 25 signatures.**
  - 1.2.2 For a Petition to be presented to an **Area Board**, signatories must be **aged 13 or above, live, work or study within the relevant community are.** For the petition to be noted at a meeting of an Area Board, it requires a **minimum of 10 signatures.**
- 1.3 Any acknowledgement will set out what the council plan to do with the petition. The council will treat something as a petition if it is identified as such, or it seems that it is intended to be a petition.
- 1.4 Paper petitions can be sent to: **Democratic Services, Wiltshire Council, County Hall, Bythesea road, Trowbridge, BA14 8JN**
- 1.5 Wiltshire Council welcomes petitions submitted electronically. To aid this process an e-Petitions facility is available at <https://cms.wiltshire.gov.uk/mgEPetitionListDisplay.aspx> or by following a link from the [Petitions Homepage](#).
- 1.6 This facility allows e-Petitions to be created, signed and submitted only by registering with the council, using a valid email address. Electronic petitions hosted via other websites can be sent to [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk) for consideration by Democratic Services.
- 1.7 **If your petition has been signed by a number equivalent to at least 1% (approximately 4,700 people) of the total population of Wiltshire it will also be scheduled for a Council debate** (more information is contained in the section below on **How will the council respond to petitions?**).
- 1.8 If this is the case the council will let you know the date of the meeting when it will be heard. These meetings take place at least four times a year, dates and times can be found [here](#).
- 1.9 If you would like to present your petition to the council, or would like your Councillor or someone else to present it on your behalf, please contact Democratic Services on 01225 718214/ 01722 434560, or [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk)., at least ten working days before the meeting and an officer will talk you through the process.
- 1.10 Alternatively, if your petition does not have sufficient signatures to trigger a debate at Full Council you may wish to discuss what other options are available or referring the petition



to a select committee. Please contact Democratic Services and they will talk you through your options.

- 1.11 Or if your issue is a local one and falls within the remit and powers of the Area Boards you may wish to present your petition at an [Area Board](#). See Part 3 – Section 4.17 of Wiltshire Council's Constitution, for more information on the remit and powers of Area Boards. **The council has set a nominal threshold of 1% of the total population of the area covered by the area board to trigger a formal debate at an Area Board.** However, any petition received for an Area Board will be discussed with the appropriate Chairman and the appropriate action taken.
- 1.12 A map showing Area Boards Petition Thresholds is available at Part 4B of the Constitution.
- 1.13 So no matter the nature of or number of signatories to your petition, you will be kept informed of how the council proposes to deal with it and the action to be taken. The council remains convinced of the need for local discretion and flexibility in the way petitions are managed. Petitions that trigger the thresholds will of course be referred to Full Council or to an Area Board as appropriate.
- 1.14 There will however be local discretion and flexibility in dealing with any other petitions. Discussions will take place with the relevant Cabinet member or appropriate Area Board Chairman to determine the most appropriate way of dealing with the petition. The options may include referring the matter to the Cabinet or the appropriate Area Board, or any of those options listed in the section below on **How will the council respond to Petitions?**

## **2. What are the Guidelines for Submitting a Petition?**

- 2.1 Petitions submitted to the council must include:
  - 2.1.1 a clear and concise statement covering the subject of the Petition. It should state what action the petitioners wish the council to take; and
  - 2.1.2 the name, address and signature of any person supporting the petition.
- 2.2 Petitions should be accompanied by contact details, including an address of the Petition organiser. This is the person the council will contact to explain how they will respond to the petition.
- 2.3 The contact details of the petition organiser will not be placed on the council's website. If the petition does not identify a petition organiser, the council will contact the first named signatory to the petition to agree who should act as the petition organiser.
- 2.4 For further information see the [What information should my Petition contain?](#) And [What is not suitable for a Petition?](#) Information pages on Wiltshire Council's website.
- 2.5 Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted. In the period immediately before an election or referendum the council may need to deal with your petition differently – if this is the case the council will explain the reasons and discuss the revised timescale which will apply. If a petition does not follow the guidelines set out above, the council may decide not to do anything further with it. In that case, they will write to you to explain the reasons.

### 3. What will the Council do when it receives my Petition?

- 3.1 An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition. It will let them know what the council plan to do with the petition and when they can expect to hear from them again. It will also be published on the council's website.
- 3.2 If the council can do what your petition asks for, the acknowledgement may confirm that the council has taken the action requested and the petition will be closed.
- 3.3 If the petition has enough signatures to trigger a debate, then it will be referred to a meeting of Full Council or an Area Board and the acknowledgement will confirm this and tell you when and where the meeting will take place.
- 3.4 If the petition is dealt with in a different way of it the petition needs more investigation, the council will tell you the steps they plant to take.
- 3.5 If the petition applies to a [planning](#) or [licensing](#) application, is a statutory petition (for example requesting a referendum on having an elected mayor), or on a matter where there is already an existing right of appeal, such as [Council Tax Banding](#) and [Non-Domestic Rates](#), other procedures apply.
- 3.6 Further information on all these procedures and how you can express your views is available through the links above and [Wiltshire Council's Website](#).
- 3.7 To ensure that people know what the council is doing in response to petitions received, the details of all petitions submitted will be published on the council's website, except in cases where this would be inappropriate. Whenever possible the council will also publish all correspondence relating to the petition (all personal details will be removed)
- 3.8 When you sign an e-petition you can elect to receive this information by email. The council will not send you anything that is not relevant to the e-petition you have signed, unless you choose to receive other emails from us. You can change what information you receive and keep in touch with the progress of a petition at any time by contacting Democratic Services on 01225 718214/ 01722 434560, or [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk).

### 4. How will the Council respond to Petitions?

- 4.1 The council's response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:
  - 4.1.1 taking the action requested in the petition;
  - 4.1.2 considering the petition at a Full Council meeting;
  - 4.1.3 holding an inquiry into the matter;
  - 4.1.4 undertaking research into the matter;
  - 4.1.5 holding a public meeting;
  - 4.1.6 holding a consultation;
  - 4.1.7 holding a meeting with the petitioners;
  - 4.1.8 referring the petition for consideration by one of the council's select committees\*
  - 4.1.9 calling a referendum

#### 4.1.10 writing to the petition organiser setting out the council's views about the request in the petition

(\*The Council's [Select Committees](#) perform the overview and scrutiny function with the council where Councillors are responsible for scrutinising the work of the council – in other words, the select committee has the power to hold council's decision makers to account.)

- 4.2 In addition to these steps, the council will consider all the specific actions it can potentially take on the issues highlighted in the petition.
- 4.3 If your petition is about something over which the council has no direct control (for example the local railway or hospital) the council will consider making representations on behalf of the community to the relevant body. The council works with a large number of local partners and where possible will work with these partners to respond to your petition. See the [Wiltshire Family of Partnerships](#) page for more details on our partnership working arrangements.
- 4.4 If the council is not able to do this for any reason (for example if what the petition calls for conflicts with council policy), then they will set out the reasons for this in writing. If the petition is of a sufficient size to trigger a debate at a Full Council meeting then a representative of the partner organisation will be invited to attend the meeting to assist with the debate.
- 4.5 You can find more information on the services for which the council is responsible for on the [Council's Website](#). If your petition is about something that a different council is responsible for the council will consider what the best method for responding is. This might consist of simply forwarding the petition on to the relevant council, but could involve other steps. In any event the council will always notify you of the action they have taken.

## 5. Full Council Debates

- 5.1 If the petition is of sufficient size to trigger a debate at Full Council the issue raised in the petition will be discussed at a meeting which all Councillors can attend. The council will endeavour to consider the petition at its next schedule meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting.
- 5.2 The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by the councillors for a maximum of 15 minutes. In addition to your petition the council may also consider the view of Cabinet or Cabinet Member. If you would like you also have the opportunity to answer questions or clarify issues for the Councillors.
- 5.3 The council will decide how to response to the petition at this meeting. The council may decide to take the action the petition requests, not to take the action requested for reason put forward in the debate or to commission further investigations into the matter, for example by a relevant committee.

- 5.4 Where the issue is one on which the Council's Cabinet are required to make the final decision, the council will decide whether to make recommendations to inform that decision.
- 5.5 The petition organiser will receive written confirmation of the decision. This confirmation will also be published on the council's website.
- 5.6 Alternatively, and if timing permits, the petition may be referred to the Cabinet for its views so that at the Full Council meeting those views can be considered alongside the petition and a final decision made.

## **6. e-Petitions**

- 6.1 Wiltshire Council welcomes petitions submitted electronically. To aid this process we have developed an e-Petitions facility which is available at <https://cms.wiltshire.gov.uk/mgEPetitionListDisplay.aspx> or by following a link from the [Petitions Homepage](#).
- 6.2 This facility allows e-Petitions to be created, signed and submitted only by registering with the council, using a valid email address.
- 6.3 Electronic petitions hosted via other websites can be sent to [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk) for consideration by Democratic Services.
- 6.4 e-Petitions are subject to the same guidelines as paper petitions. The petition organiser will need to provide the council with their name, postal address and email address. You will also need to decide how long you would like your petition to be open for signatures. Most petitions run for six months, but you can choose a shorter or longer timeframe, up to a maximum of twelve months.
- 6.5 When you create an e-petition, it may take up to five working days before it is published online. This is because the council must check that the content of your petition is suitable before it is made available for signature.
- 6.6 If the council feels they cannot publish your petition for some reason, they will contact you within this time to explain. You will be able to change and resubmit your petition if you wish. If you do not do this within ten working days, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.
- 6.7 When an e-petition has closed for signature, it will automatically be submitted to Democratic Services. In the same way as a paper submission, you will receive an acknowledgement within ten working days.
- 6.8 If you would like to represent your e-petition to a meeting of Full Council, please contact Democratic Services on 01225 718214/ 01722 434560, or [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk) within ten working days of receipt of the acknowledgement.
- 6.9 A petition acknowledgment and responses will be emailed to everyone who has signed the e-petition and elected to receive this information. The acknowledgment and response will also be published on this website.

6.10 Petitions submitted electronically but not through the e-petition facility will be dealt with in accordance with the provisions for paper petitions.

## **7. How do I 'sign' an e-Petition?**

7.1 You will see all the e-petitions currently available for signature at the e-Petitions page.

7.2 When you sign an e-petition you will be asked to provide your name, postcode and a valid email address. When you have submitted this information, you will be sent an email to the address provided.

7.3 This email will include a link which you must click to confirm the email address is valid.

7.4 Once this step has been completed you 'signature' will be added to the petition.

7.5 People visiting the e-petition will be able to see your name in the list of those who have signed it but your contact details will not be visible.

## **8. What can I do if I feel that my petition has not been dealt with properly?**

8.1 If you feel that we have not dealt with your petition properly, the petition organiser has the right to request that one of the council's [Select Committees](#) review the steps the council has taken in response to your petition.

8.2 It is helpful to everyone, and can improve the prospects for a review if the petition organiser gives a short explanation of the reasons why the council's response is not considered to be adequate.

8.3 It is important to emphasise here that the review process is concerned with whether the steps taken by the council in its response to the petition were adequate – that is, did the council follow the correct procedure to reach its decision, not if the response was not what was wanted.

8.4 The committee will endeavour to consider your request at its next meeting, although on some occasions this may not be possible and consideration will take place at the following meeting.

8.5 Should the committee determine that the council has not dealt with your petition adequately, it may use any of its powers to deal with the matter. These powers include an investigation, making recommendations to Cabinet and arranging for the matter to be considered at a Full Council meeting.

8.6 If the select committee feels that it may have a conflict of interest by virtue of any previous involvement in the petition in question, the council can arrange for a different committee to deal with your request.

8.7 Once the appeal has been considered the petition organiser will be informed of the results within five working days. The results will also be published on the council's website.

The population for the individual Community Areas derive from the ONS experimental LSOA data for 2012. The population data for Wiltshire, the South West region and the UK derive from the ONS regional snapshot statistics, which are based on their mid year estimates for 2012.



#### **Part 4C: Guidance on Amendments to Motions**

1. The requirements concerning amendments to motions are contained in the Council's Rules of Procedure in Part 4 of the Constitution. Paragraph 20.6 provides:

*20.6 An amendment to a motion must be relevant to the motion and will be one of the following:*

  - 20.6.1 to refer the matter to an appropriate body or individual for consideration or reconsideration;*
  - 20.6.2 to leave out words;*
  - 20.6.3 to leave out words and insert or add others or;*
  - 20.6.4 to insert or add words*

*so long as the effect of the amendment is not to negate the motion.*
2. The Chairman will determine the validity of any proposed amendment under this paragraph, after taking advice from the Monitoring Officer. The Chairman's decision on any proposed amendment is final.
3. In exercising judgment on the validity or otherwise of any proposed amendment, the Chairman will have regard to the following principles:
  - 3.1 the overriding principle of fairness in the conduct of the Council's business;
  - 3.2 the amendment is relevant to the motion;
  - 3.3 the proposed amendment does not negate the motion; this can be secured more appropriately by voting against the original motion.
  - 3.4 The content of the proposed amendment is proportionate to the original motion in nature and extent;
  - 3.5 The proposed amendment does not amount to a device to frustrate the purpose of the original motion or to raise a late motion.
4. Councillors are encouraged, where practicable, to seek advice from the Monitoring Officer in connection with any proposed amendment in advance of the meeting at which it is to be moved.

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## Councillor-Officer Relations

### 1. Introduction

#### Context

1.1 Mutual trust and respect between councillors and officers is at the heart of the council's governance arrangements. An effective partnership between councillors, and officers is a key element of a successful and high performing council.

#### Purpose of Protocol

1.2 The purpose of this protocol is to:

- outline the essential elements of the relationship between councillors and officers;
- promote the highest standards of conduct;
- clarify roles and responsibilities;
- ensure consistency with the law, codes of conduct and the council's values and practices; and
- identify ways of dealing with concerns by councillors or officers.

1.3 This protocol is for the guidance and assistance of councillors and officers. Any queries about its content or application should be referred to the monitoring officer.

### 2. Principles

2.1 Councillors (including co-opted members) and officers shall observe this protocol at all times.

2.2 There shall be mutual courtesy and respect between councillors and officers with regard to their respective roles as set out below.

2.3 Councillors and officers shall each carry out their respective responsibilities in the best interests of the council.

2.4 The roles and responsibilities of councillors and officers are distinct yet complementary. Councillors are accountable to the electorate for the performance of the council's statutory functions. Officers are accountable to the council as a whole. Their job is to give advice to councillors (individually and collectively) and to carry out the council's work under the direction of the council.

2.5 This protocol supports the council's codes of conduct for councillors and officers. The council's Code of Conduct for Members of Wiltshire Council is set out in Part 13 of the constitution. The Human Resources Code of Conduct for Officers is set out in Part 16 of the constitution and forms part of an officer's contract of employment.

2.6 Breach of this protocol may result:

- in the case of a councillor / co-opted member, in a complaint under the Code of Conduct for Members;
- in disciplinary action in the case of an officer.

### **3. The role of councillors**

- 3.1 Councillors have a number of specific roles, which are set out in detail in Part 12 of the constitution - Roles and Responsibilities of Councillors
- 3.2 Collectively, councillors are the ultimate policy-makers, determining the core values of the council and approving the council's policy framework, strategic plans and budget.
- 3.3 Councillors represent the community and its constituents, act as community leaders and as the link between them and the council. This includes performing a key role as a member of their local area board.
- 3.4 Some councillors will have additional roles specific to their position as members of the cabinet, or overview and scrutiny or other committees of the council.
- 3.5 Some councillors may be appointed to represent the council on local, regional or national bodies- see further at section 13 below.
- 3.6 Councillors must respect the impartiality of officers.
- 3.7 Councillors must promote the highest standards of conduct and will have regard to the council's Behaviours Framework in carrying out their role.
- 3.8 Councillors act collectively as the employer of officers.
- 3.9 Councillors must seek the advice of the monitoring officer and the chief finance officer if they have any concerns about whether the council is acting outside its statutory powers, maladministration, financial impropriety and probity, or whether any decision is or is likely to be contrary to the budget and policy framework.

### **4. The role of officers**

- 4.1 Officers are employed by the council. They are therefore accountable to the council as a whole - not to individual councillors. There will, however, need to be special relationships between individual councillors and individual officers and these are dealt with specifically under section 6 of this protocol.
- 4.2 Officers are responsible for giving professional advice to members and for implementing lawful decisions of the council.
- 4.3 Officers must act impartially at all times and must not allow their professional judgement and advice to be influenced by their own personal views.
- 4.4 Officers must be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- 4.5 Officers must act in accordance with the Human Resources Code of Conduct and the Council's Behaviours Framework.

### **5. Relationship between councillors and officers - general**

- 5.1 The relationship between councillors and officers should be characterised by mutual trust and respect.
- 5.2 Close personal familiarity between individual members and officers can harm professional relationships and prove embarrassing to other councillors and officers. Situations should be avoided that could give rise to suspicion and any appearance of improper conduct, or the perception that a councillor and officer treat each other differently from others due to the nature of the personal relationship between them.

5.3 Councillors should not raise matters relating to the conduct or capability of officers either individually or collectively at meetings held in public or in the press. Officers have no means of responding to criticism like this in public. If councillors feel that they have not been treated with proper respect, courtesy or have any concern about the conduct or capability of an officer they should raise the matter with the relevant director concerned if they are unable to resolve it through direct discussion with the officer – see further at section 15 below.

5.4 Councillors will not publish any material which is derogatory of officers generally, or specific individuals, whether directly or through their agents or political groups.

5.5 What can councillors expect from officers?

- a commitment to the council as a whole and not to individual political groups;
- a working partnership;
- a timely response to enquiries and complaints – see Appendix 1
- objective, professional advice not influenced by political views or preference;
- integrity, support and confidentiality appropriate to the situation;
- being kept up to date on local issues;
- compliance with the Human Resources Code of Conduct.

5.6 What can officers expect from councillors?

- political leadership and direction;
- a working partnership;
- compliance with the Code of Conduct for Members;
- distance from day to day management of the council;
- no improper influence or pressure to gain special treatment for themselves or others;
- recognition of the duty to promote the health, safety and well-being of officers.

## **6. Relationship between councillors and officers - specific**

6.1 Special relationships will exist between certain councillors and officers because of their specific roles. These relationships nevertheless remain subject to the obligations set down in this protocol.

6.2 Members of the cabinet and the corporate leadership team will have a distinct and special relationship. In particular the relationship between the leader and the corporate directors will be key to the success and culture of the council.

6.3 Officers and councillors must ensure that appropriate consultations are undertaken before reports are prepared for decision, either by cabinet or by individual cabinet members under delegated powers.

6.4 Within overview and scrutiny there are two aspects of relationship between councillors and officers:

- the relationship between councillors and officers who support the overview and scrutiny function. Councillors lead the scrutiny function. Officers brief scrutiny members, but the decision to pursue any particular issue rests with councillors.
- officers who are asked to attend scrutiny committees or task groups as a witness or special adviser should be treated with respect. They may be expected to answer questions on the professional advice given to the full council or cabinet in relation to

policies and decisions but must not be expected to give a political view. The arrangements for attendance of cabinet members and senior officers at overview and scrutiny meetings to give account are contained in the overview and scrutiny procedure rules in Part 8 of the constitution.

6.5 Officers may also be asked to speak at a meeting of an area board. Partner organisations such as the police, health and , fire, are also likely to be asked about the provision of local services. In the spirit of partnership working it is important that both officers and the representatives o partner organisations are treated with respect, and from a community perspective it is important that the relationship between councillors, officers and partners is seen to be constructive, with everybody working together and in the same direction.

## **7. General support to councillors**

### **7.1**

Appendix 1 summarises the support and facilities provided for councillors at Wiltshire Council and in their constituencies.

## **8. Support to specific councillors**

8.1 To recognise the full-time nature of the role of leader and cabinet members, PA support will be provided, to include diary management and research support in connection with cabinet business.

8.2 PA support will also be provided to the chairman and vice-chairman of the council in recognition of their civic responsibilities.

## **9. Support to political groups**

9.1 Political groups may request private and confidential briefings on matters of policy and factual evidence which are or may become the subject of discussions by the full council or cabinet or any committee.

9.2 The request should be submitted to the corporate director designated as the liaison officer for the political groups, who will discuss it with the appropriate officer. Attendance must be authorised by a corporate director.

9.3 The briefing should not extend beyond providing information and advice.

9.4 For the avoidance of doubt group meetings cannot make decisions on behalf of the council and it is essential that they are not acted upon as such. Nor does such a briefing negate the need to ensure that all necessary advice and information is provided to the decision-making body when the matter is formally considered.

9.5 Requests for briefings may be declined where these are to take place in premises which are not owned or controlled by the council or where persons who are not members of the council will be present.

9.6 Accommodation for use by political groups will be provided together with reasonable photocopying, postage and ICT facilities. Such use must be in connection with council business.

## **10. Members' access to information**

- 10.1 This part of the protocol should be read in conjunction with the access to information procedure rules in Part 5 of the constitution and any guidance issued by the monitoring officer.
- 10.2 Councillors are entitled to see copies of any agenda for meetings of the cabinet, and of committees of which they are not appointed members. Councillors' rights to information are subject to legal rules and, if members have a legitimate interest in a matter in their role as a member of the council, officers should provide the relevant information (including confidential information) to them.
- 10.3 Councillors should seek advice from the monitoring officer in circumstances where they wish to inspect any document or have access to information about a matter:
- in which they may have an interest; or
  - where to do so would be in breach of the Data Protection Act 1998;
- 10.4 If councillors are not receiving, or are having difficulty in obtaining, information which they feel they need or to which they are entitled to carry out their duties as councillors they should contact the monitoring officer for advice.
- 10.5 Information given to a councillor must only be used for the purpose for which it was requested. Councillors and officers must not disclose information given to them in confidence without the consent of a person authorised to give it, or unless required by law to do so. A councillor must seek the advice of the monitoring officer before disclosing information given in confidence.,

When councillors are kept informed on local issues, they are far better equipped to be proactive in handling local issues and in responding to individuals or interest groups on a particular matter. It is the responsibility of each head of service to ensure that all relevant staff are aware of the requirement to keep local councillors informed and that the timing of such information allows members to respond appropriately and contribute to relevant decisions. Local members must also be kept informed about matters affecting their division during the formative stages of policy development, about matters considered by committees of the Council and about any significant operational matters within local Divisions as soon as realistically practical.

10.7 All officers will have regard to the area boards and delegated decisions checklist to ensure local councillors and area boards are involved in decisions on local services. The cabinet paper checklist also includes consultation with local councillors. In ensuring councillors are kept appropriately informed officers should also be mindful of Part 3 of the constitution which covers the scheme of delegation; Part 5 which covers the access to information procedure rules and the Media Relations Protocol. Awareness of this requirement will be supported through relevant training and guidance for officers

Appendix 2 provides a guide on the information that should be provided to councilors and how this information will be communicated.

## **11. Media relations**

11.1 Councillors are referred to the Wiltshire Council Media Relations Protocol at Protocol 7 of the constitution.

## **12. Use of council resources**

12.1 Councillors and officers must comply with the council's policies and requirements concerning the use of its resources, including in particular its E-mail, Internet and Computer Use Policy.

12.2 Councillors must not use the council's resources improperly for political purposes (including party political purposes) and shall have regard to the local authority code of recommended practice on publicity annexed to the Media Relations Protocol . Councillors should seek advice from the monitoring officer where clarification is necessary.

## **13. Representation on external organisations**

13.1 Councillors are referred to Protocol 3 – Guidance to Councillors on Outside Bodies.

13.2 A councillor appointed to represent the council on an external organisation shall take care to establish the legal status of the appointment and the potential liabilities that may be involved before confirming acceptance. Councillors should seek the advice of the monitoring officer if they have any concerns or are unclear about the nature of such appointments.

13.2 Councillors appointed to represent the council on external organisations shall establish relevant council policy on issues arising in those bodies and shall act in accordance with that policy when engaged in discussions and decision-making.

13.3 Where a councillor acts as a representative of the council on another body, the councillor must comply with the council's Code of Conduct for Members.,

## **14. Access to premises**

14.1 If councillors wish to visit council establishments, other than the main area hub offices, they should contact the relevant director or head of the establishment in advance to make the necessary arrangements.

## **15. How to resolve issues**

15.1 Councillors and officers are encouraged to work together and seek to resolve any differences informally, by discussing any concerns at the earliest opportunity.

15.2 If a councillor feels that they have not been treated with proper respect, courtesy or they have any concern about the conduct or capability of an officer, or that an officer has acted in breach of this protocol, they may raise the matter with the individual's relevant director. If the matter cannot be resolved informally, any such referral will be processed in accordance with the council's employment procedures and policies. The councillor and the officer will be kept informed of progress with the complaint and the action to be taken. An individual councillor does not have the power to discipline any officer.

15.3 If an officer feels that a councillor has acted in breach of this protocol, they should raise the matter with their relevant director. The relevant director should discuss the matter informally with the councillor. If the matter is not resolved the officer may refer the issue to the monitoring officer and the

corporate director designated as the liaison officer for political groups for consideration and discussion with the appropriate group leader. The officer and councillor will be kept informed throughout.

- 15.4 In relation to the process in paragraph 15.3 above regard should be had to paragraph 3.1 of the council's arrangements for dealing with complaints under the code of conduct, which requires any complaint to be made within 20 working days of the date on which the complainant became aware of the matter giving rise to the complaint.
- 15.4 The use of mediation may be considered at any stage as a means of resolving the matter informally.
- 15.5 If the matter cannot be resolved informally the officer may bring a complaint against the councillor under the Members' Code of Conduct.

# Appendix 1 to Protocol 1

## Support and Facilities Provided for Councillors

### Principles

The support to be provided to councillors must be subject to the following caveats:

- Officers are employed by the council and are responsible to the council as a whole
- Officers cannot be required and must not undertake work of a political nature
- Officers must respect the confidentiality of some information that they may be exposed to

Supporting councillors centrally

The Democratic Services team can offer/facilitate support in the following areas:

#### A. ICT

ICT training will be given as part of the induction programme and following on from that equipment will be issued. This equipment will include a lap top and docking station, the option of a printer and other essentials. A broadband connection, or a monthly allowance to provide the same, will be provided together with the means to gain secure remote access to the Council's Network.

#### B. Councillor development

Following the councillor induction programme a detailed councillor development programme will be implemented. Councillors will be offered a personal development discussion which will enable them to discuss their training needs and find out about what training and development is available.

#### C. Allowances

All councillors are entitled to a basic allowance to cover the costs of being a councillor. Expenses can also be claimed for travel and subsistence. Details of allowances and expenses are set out in the Members Allowances scheme within Part 14 of the Constitution.

#### D. Secretariat and information

- Keeping councillors up-to-date with diary changes
- Booking onto any sessions from the Councillor Development Programme
- All councillors' conference arrangements including booking of places, hotel reservations, train tickets and arrangements for other transport.
- Providing 'Councillor Websites'
- Monitoring and maintaining individual Councillors' registered interests on the council's web-site.
- Councillors' briefings with key information and details of delegated decisions, links to minutes and agenda for forthcoming meetings
- A councillor's intranet page with links to committee dates, planning applications, highways works or training opportunities.



Councillors will also be provided with:

- an identity badge
- a pass card to gain entry to the main offices
- a general retiring lounge known as 'the members' room'
- reasonable stationery requirements, including letterheads, business cards, envelopes, and pre-paid reply envelopes for correspondence with council departments
- car parking whilst attending official meetings.

E. Accommodation

Each political group will have a group room and access to a docking station for a laptop, printer, telephone and photocopying facilities for use in connection with council business.

There will also be specific accommodation provided for the leader, the cabinet and the chairman of the council.

F. Political group support

No dedicated support is provided to group leaders but photocopying can be provided in connection with group business at an agreed cost and correspondence/communications can be sent with official council communications.

G. Briefings/seminars

A detailed list of forthcoming seminars will be maintained.

H. Response to Councillor

enquiries e-mails and telephone calls

- will be acknowledged within two working days of receipt, giving details of an alternative contact if the officer concerned is absent from the office
- a substantive response will be provided within ten working days of receipt. If that is not possible an explanation will be given as to the reason for the delay, what action is being taken, and when a response will be sent.

Supporting Councillors locally

The democratic services staff based in Trowbridge will, subject to resources being available, support councillors in their community leadership roles. This could include:-

- Assisting councillors in providing a two-way link between the council and the community
- Supporting the representational role of councillors
- Arranging for office facilities to be made available

Councillors will arrange any surgeries they wish to hold for their constituents, using libraries and area hub offices where appropriate

## **APPENDIX 2 TO PROTOCOL 1**

### **1. Guide to Information Provision for Councillors**

All councillors fulfill many roles:

- championing their area by representing their constituents;
- enabling public involvement and providing community leadership;
- contributing to decision making processes;
- creating effective partnerships and working with them to build strong and cohesive communities;
- fulfilling responsibilities as a “corporate parent” for children and young people in the care of the local authority; and
- representing the council externally.

It is widely recognised that when councillors are kept informed on local issues, they are far better equipped to be proactive in handling local issues and in responding to individuals or interest groups on a particular matter.

### **2. Information available to all councillors**

A wide range of information is readily available to all councillors through the following sources, including:

- Members Elected wire – regular email
- Councillor briefing notes sent out on specific issues
- Email notification of agenda and delegated decisions
- Electronic subscription services for all council papers
- Electronic subscription services for all council press releases
- Parish council newsletter
- Community Area Joint Strategic Assessments providing facts and figures on the local area

The Access to Information Protocol covers other information provision that can be made available on request so that councillors have the information they need to know to fulfil their roles. Where councillors seek additional statistics on their local area they should have a discussion with the council’s research team.

### **3. Matters relating to electoral division(s)**

Officers should ensure councillors are informed as appropriate on matters relating to their local division. This includes representations on local issues, where it appears the councillor has not already been informed, such as speed restrictions; school admissions; petitions and Local Government Ombudsman cases.

Officers should refer to the area boards and delegated decisions checklist to ensure local councillors and area boards are involved in decisions on local services. Consultation of local councillors when relevant also forms part of the checklist for cabinet papers.

Where planning initiatives or informed of changes to service provision by partners, which relate to one or a small number of electoral divisions, officers should inform the local division councillor. This includes circumstances such as:

- Forthcoming local consultations to be carried out by the council;
- Localised issues that may be identified to be subject to scrutiny or review;
- Sale of land and/or property owned by the council;
- Planned demolition of property, extension or renovation;
- Enforcement action: such as action taken by trading standards;
- Schools being put into special measures;
- Awards gained by services or facilities that are specific to a local area;
- Research or statistics on the electoral division.

In most cases an email is an appropriate form of communication, however in other circumstances officers should give consideration to other forms of briefing - such as face to face, online or over the phone.

Officers should rapidly alert local councillors to urgent issues affecting local services or facilities, such as unplanned work to public buildings or roads that has not been previously programmed and notified (in such cases a phone call may be more appropriate than other forms of communication such as email). Similarly, the council may be notified at short notice by partner agencies on changes to services (such as a temporary reduction in police staffing) or on the work of statutory undertakers. It is important to inform local councillors of any changes affecting their electoral division in particular as soon as realistically possible.

Heads of service should ensure that all their members of staff are aware of the requirements within this guidance. Any particular cases of difficulty or uncertainty arising under this guidance should be raised with the Monitoring Officer who will advise how to proceed.

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## **Protocol 1- Councillor-Officer Relations**

### **1. Introduction**

1.1 Mutual trust and respect between members and officers is at the heart of the Council's governance arrangements. An effective partnership between members and officers is a key element of a successful and high performing council.

### **2. Purpose of Protocol**

2.1 The purpose of this protocol is to:

- outline the essential elements of the relationship between members and officers;
- promote the highest standards of conduct;
- clarify roles and responsibilities;
- ensure consistency with the law, codes of conduct and the council's values and practices; and
- identify ways of dealing with concerns by members or officers.

2.2 This protocol is for the guidance and assistance of members and officers. Any queries about its content or application should be referred to the Monitoring Officer.

### **3. Principles**

3.1 Members (including co-opted members) and officers shall observe this protocol at all times.

3.2 There shall be mutual courtesy and respect between members and officers with regard to their respective roles as set out below.

3.3 Members and officers shall each carry out their respective responsibilities in the best interests of the Council.

3.4 The roles and responsibilities of members and officers are distinct yet complementary. Members are accountable to the electorate for the performance of the Council's statutory functions. Officers are accountable to the Council as a whole. Their job is to give advice to members (individually and collectively) and to carry out the council's work under the direction of the Council.

3.5 This protocol supports the Council's codes of conduct for members and officers. The Council's Code of Conduct for Members of Wiltshire Council is set out in Part 12 of the Constitution. The Human Resources Code of Conduct for Officers is set out in Part 15 of the Constitution and forms part of an officer's contract of employment.

3.6 Breach of this protocol may:

- in the case of a member / co-opted member, result in a complaint under the Code of Conduct for Members;
- result in disciplinary action in the case of an officer.

#### **4. The role of members**

4.1 Members have a number of specific roles, which are set out in detail in Part 11 of the constitution - Roles and Responsibilities of Councillors

4.2 Collectively, members are the ultimate policy-makers, determining the core values of the council and approving the Council's policy framework, strategic plans and budget.

4.3 Members are community leaders representing their division and its residents and forming the link between them and the Council. This includes performing a key role as a member of their local Area Board.

4.4 Some members will have additional roles specific to their position as members of the Cabinet, or members of Overview and Scrutiny or other committees of the Council.

4.5 Some members may be appointed to represent the Council on local, regional or national bodies- see further at section 14 below.

4.6 Members must promote the highest standards of conduct and will have regard to the Council's Behaviours Framework in carrying out their role.

4.7 Members act collectively as the employer of officers.

4.8 Members must seek the advice of the Monitoring Officer and the Chief Finance Officer if they have concerns about any of the following:

- whether the council is acting outside its statutory powers,
- maladministration, financial impropriety and probity
- whether any decision is or is likely to be contrary to the budget and policy framework.

#### **5. The role of officers**

5.1 Members must respect the impartiality of officers. Officers are employed by the council, they are therefore accountable to the Council as a whole, not to individual members. There will, however, need to be special relationships between individual members and individual officers and these are dealt with specifically under section 7 of this protocol.

5.2 Officers are responsible for giving professional advice to members and for implementing lawful decisions of the Council.

5.3 Officers must act impartially at all times and must not allow their professional judgement and advice to be influenced by their own personal views.

5.4 Officers must be alert to issues which are, or are likely to be, contentious or politically sensitive. Officers must be aware of the implications for the Council and its members, and for the community as a whole.

5.5 Officers must act in accordance with the Human Resources Code of Conduct and the Council's Behaviours Framework.

5.6 Officers cannot be required to, and must not undertake, work of a political nature.

## **6. Relationship between members and officers - general**

6.1 The relationship between members and officers should be one of mutual trust and respect.

6.2 Close personal familiarity between individual members and officers can harm professional relationships and prove embarrassing to other members and officers. Situations should be avoided that could give rise to the suspicion or appearance of any improper conduct, or the perception that a member and officer treat one another differently from others due to the nature of a personal relationship between them.

6.3 Members should not raise matters relating to the conduct or capability of officers either individually or collectively at meetings held in public or in the press. Officers have no means of responding to such criticism in public. If member feel that they have not been treated with proper respect, and courtesy or have any concern about the conduct or capability of an officer and are unable to resolve it through direct discussion with the officer they should raise the matter with the relevant Director concerned – see further at section 16 below.

6.4 Members will not publish any material which is derogatory of officers generally, or specific individuals, whether directly or through their agents or political groups.

6.5 What can members expect from officers?

- a commitment to the council as a whole and not to individual political groups;
- a working partnership;
- objective, professional advice not influenced by political views or preference;
- integrity, support and confidentiality appropriate to the situation;
- being kept up to date on local issues;
- compliance with the Human Resources Code of Conduct
- a timely response to enquiries and complaints
- Emails and telephone calls:

6.5.1 will be acknowledged within two working days of receipt, giving details of an alternative contact if the officer concerned is absent from the office,

6.5.2 a substantive response will be provided within ten working days of receipt. If that is not possible an explanation will be given as to the reason for the delay, what action is being taken, and when a response will be sent.

6.6 What can officers expect from members?

- political leadership and direction;
- a working partnership;
- compliance with the Code of Conduct for Members and observance of the roles and responsibilities of councillors as set out at Part 11 of the Constitution;
- distance from day to day management of the Council;
- no improper influence or pressure to gain special treatment for themselves or others;
- recognition of the duty to promote the health, safety and well-being of officers;
- respect for the impartiality of officers.

## **7. Relationship between members and officers - specific**

7.1 Special relationships will exist between certain members and officers because of their specific roles. These relationships nevertheless remain subject to the obligations set down in this protocol.

7.2 Members of the Cabinet and the Corporate Leadership Team will have a distinct and special relationship. In particular, the relationship between the Leader and the Corporate Directors will be key to the success and culture of the council.

7.3 Officers and members must ensure that appropriate consultations are undertaken before reports are prepared for decision, either by Cabinet or by individual Cabinet members under delegated powers.

7.4 Within Overview and Scrutiny there are two aspects of the relationship between members and officers:

- the relationship between members and officers who support the overview and scrutiny function. Councillors lead the scrutiny function. Officers brief scrutiny members, but the decision to pursue any particular issue rests with members.
- officers who are asked to attend scrutiny committees or task groups as a witness or special adviser should be treated with respect. They may be expected to answer questions on the professional advice given to the Full Council or Cabinet in relation to policies and decisions but must not be expected to give a political view. The arrangements for attendance of Cabinet members and senior officers to give account at Overview and Scrutiny meetings are contained in the Overview and Scrutiny Procedure Rules in Part 8 of the constitution.

7.5 Officers may also be asked to speak at a meeting of an Area Board. Partner organisations such as the Police, health and Fire, are also likely to be asked about the provision of local services. In the spirit of partnership working, it is important that both officers and the representatives of partner organisations are treated with respect, and from a community perspective it is important that the relationship between members, officers and partners is seen to be a constructive one, with all parties working together harmoniously.

## **8. Support and facilities for all members**

8. 1 The Democratic Services team can offer or facilitate support in the following areas:

8.1.1 Following an election, an IT induction will be arranged and equipment will be issued. Through an authorised broadband connection, members will have the means to gain secure remote access to the Council's Network.

8.1.2 Following the member induction programme, members will be offered a personal development discussion which will enable them to discuss their training needs and find out about what training and development is available.

8.1.3 All members are entitled to a basic allowance to cover the costs of being a councillor. Expenses can also be claimed for travel and subsistence and should be submitted in a timely manner in accordance with the Members' Allowance Scheme. Details of allowances



and expenses are set out in the Members Allowances Scheme within Part 13 of the Constitution.

#### 8.1.4 Secretariat:

- Keeping members up-to-date with diary changes
- Booking onto any sessions from the Councillor Development Programme
- All members' conference arrangements including booking of places, hotel reservations, train tickets and arrangements for other transport.
- Monitoring and maintaining individual members' registered interests on the council's web-site.
- Members' briefings with key information and details of delegated decisions, links to minutes and agenda for forthcoming meetings
- A members' intranet page with links to committee dates, planning applications, highways works and training opportunities
- invites to relevant training sessions and events
- Informing members of post for their collection at Council hubs

#### 8.1.5 Members will also be provided with:

- An identity badge
- A pass card to gain entry to the main officers
- A general retiring lounge know as 'The Members' Room'
- Resources in accordance with the Council's digital programme
- Car parking whilst attending official meetings

8.1.6 The Democratic Services staff will, subject to resources being available, support members in their community leadership roles. This could include:-

- Assisting members in providing a two-way link between the Council and the community
- Supporting the representational role of members
- Arranging for office facilities to be made available

8.2 Members will arrange any surgeries they wish to hold for their residents, using libraries and area hub offices where appropriate

## **9. Support to specific members**

9.1 In recognition of the full-time nature of the role of Leader and Cabinet members, PA support will be provided, to include diary management and research support in connection with Cabinet business.

9.2 PA support will also be provided to the Chairman and Vice-Chairman of the Council in recognition of their civic responsibilities.

9.3 There will also be specific accommodation provided for the Leader, the Cabinet and the Chairman of the Council.

## **10. Support to political groups**

10.1 Political groups may request private and confidential briefings on matters of policy and factual evidence which are or may become the subject of discussions by the Full Council or Cabinet or any committee.

10.2 The request should be submitted to the relevant Corporate Director designated as the liaison officer for the political groups, who will discuss it with the appropriate officer. Attendance must be authorised by a Corporate Director.

10.3 The briefing should not extend beyond providing information and advice.

10.4 For the avoidance of doubt, group meetings cannot make decisions on behalf of the council and decisions made at such meetings are political decisions of the group and are not to be acted upon by officers. Such a briefing does not negate the need to ensure that all necessary advice and information is provided to the decision-making body when the matter is formally considered.

10.5 Requests for briefings may be declined where these are to take place in premises which are not owned or controlled by the Council or where persons who are not members of the Council will be present.

10.6 Accommodation for use by political groups will be provided together ICT facilities and resources to support the Council's digital programme. Such use must be in connection with council business.

10.7 Each political group will have a group room and access to a docking station for a laptop, printer, telephone and photocopying facilities for use in connection with council business.

10.8 No dedicated support is provided to group leaders but photocopying can be provided in connection with group business at an agreed cost and correspondence/communications can be sent with official council communications.

## **11. Members' access to information**

11.1 As set out in Part 11, members fulfil many roles and have a varied range of responsibilities. To assist them with these a wide range of information is readily available to all members through the following sources, including:

- Members Elected wire – regular email
- Councillor briefing notes sent out on specific issues
- Email notification of agenda and delegated decisions
- Electronic subscription services for all council papers
- Electronic subscription services for all council press releases
- Parish council newsletter
- Community Area Joint Strategic Assessments providing facts and figures on the local area

11.2 Officers should ensure members are informed as appropriate on matters relating to their local division. This includes representations on local issues, where it appears the member has not already been informed.

11.3 Where there are planned initiatives or changes to service provision by partners, which relate to one or a small number of electoral divisions, officers should inform the local division councillor. This includes, but is not limited to, the following circumstances:

- Forthcoming local consultations to be carried out by the Council;
- Localised issues that may be identified to be subject to scrutiny or review;
- Sale of land and/or property owned by the Council;
- Planned demolition of property, extension or renovation;
- Enforcement action: such as action taken by trading standards;
- Schools being put into special measures;
- Awards gained by services or facilities that are specific to a local area;
- Speed restrictions and highways works;
- Research or statistics on the electoral division.

11.4 In most cases an email is an appropriate form of communication, however in other circumstances officers should give consideration to other forms of briefing - such as face to face, online or over the phone.

11.5 Officers should rapidly alert local members to urgent issues affecting local services or facilities, such as unplanned work to public buildings or roads that has not been previously programmed and notified (in such cases a phone call may be more appropriate than other forms of communication such as email). Similarly, the Council may be notified at short notice by partner agencies on changes to services (such as a temporary reduction in police staffing) or on the work of statutory undertakers. It is important to inform local members of any changes affecting their electoral division in particular as soon as realistically possible.

11. 6 When members are kept informed on local issues, they are far better equipped to be proactive in handling local issues and in responding to individuals or interest groups on a particular matter. It is the responsibility of each Head of Service to ensure that all relevant staff are aware of the requirement to keep local members informed and the timely provision of such information allows members to respond appropriately and to contribute to relevant decisions. Local members must also be kept informed about matters affecting their division during the formative stages of policy development, about matters considered by committees of the Council and about any significant operational matters within their local divisions as soon as realistically practical.

11. 7 All officers will have regard to the Area Boards and delegated decisions checklist to ensure local members and Area Boards are involved in decisions on local services. The Cabinet paper checklist also includes consultation with local members. In ensuring Members are kept appropriately informed officers should also be mindful of Part 3 of the Constitution which covers the Scheme of Delegation; Part 5 which covers the Access to Information Procedure Rules and the Media Relations Protocol. Awareness of this requirement will be supported through relevant training and guidance for officers

11.8 Members have a right to inspect any Council document which contains material relating to any business which is to be transacted by the Council; this right applies irrespective of whether the councillor is a member of the relevant Committee or sub-committee.

11.9 Members will be entitled to see confidential or exempt information provided that they can demonstrate to the Monitoring Officer, or their representative, that this is reasonably necessary in order to properly perform their duties as a councillor. Any such information

provided to a councillor must only be used in connection with the proper performance of their duties.

11.10 If members are not receiving, or are having difficulty in obtaining, information which they feel they need or to which they are entitled to carry out their duties as members they should contact the Monitoring Officer for advice.

11.11 Information given to a member must only be used for the purpose for which it was requested. Members and officers must not disclose information given to them in confidence without the consent of a person authorised to give it, or unless required by law to do so. A member must seek the advice of the Monitoring Officer before disclosing information given in confidence

11.12 Heads of Service should ensure that all their members of staff are aware of the requirements within this guidance.

11.13 This part of the protocol should be read in conjunction with the access to Information Procedure Rules in Part 5 of the Constitution and any guidance issued by the Monitoring Officer.

## **12. Media relations**

12.1 Members are referred to the Wiltshire Council Media Relations Protocol at Protocol 7 of the Constitution.

## **13. Use of council resources**

13.1 Members and officers must comply with the council's policies and requirements concerning the use of its resources, including in particular its E-mail, Internet and Computer Use Policy.

13.2 Members must not use the council's resources improperly for political purposes (including party political purposes) and shall have regard to the local authority code of recommended practice on publicity annexed to the Media Relations Protocol. Members should seek advice from the Monitoring Officer where clarification is necessary.

## **14. Representation on external organisations**

14.1 Members are referred to Protocol 3 – Guidance to Councillors on Outside Bodies.

14.2 A member appointed to represent the Council on an external organisation shall take care to establish the legal status of the appointment and the potential liabilities that may be involved before confirming acceptance. Members should seek the advice of the Monitoring Officer if they have any concerns or are unclear about the nature of such appointments.

14.3 Where a member acts as a representative of the Council on another body, the member must comply with the council's Code of Conduct for Members.

## **15. Access to premises**

15.1 If members wish to visit council establishments, other than the main area hub offices, they should contact the relevant Director or head of the establishment in advance to make the necessary arrangements.

## **16. How to resolve issues**

16.1 Members and officers are encouraged to work together to resolve any differences informally, by discussing any concerns at the earliest opportunity.

16.2 If a councillor feels that they have not been treated with proper respect, courtesy or they have any concern about the conduct or capability of an officer, or that an officer has acted in breach of this protocol, they may raise the matter with the individual's relevant Director. If the matter cannot be resolved informally, any such referral will be processed in accordance with the Council's employment procedures and policies. The member and the officer will be kept informed of progress with the complaint and the action to be taken. An individual member does not have the power to discipline any officer.

16.3 If an officer feels that a member has acted in breach of this protocol, they should raise the matter with their relevant Director. The relevant Director should discuss the matter informally with the member. If the matter is not resolved the officer may refer the issue to the Monitoring Officer and the relevant Corporate Director for consideration and discussion with the appropriate group leader. The officer and member will be kept informed throughout.

16.4 The use of mediation may be considered at any stage as a means of resolving the matter informally.

16.5 If the matter cannot be resolved informally the officer may bring a complaint against the councillor under the Members' Code of Conduct. The guidance for this process is found under Protocol 12.



# Part 11A

## Corporate Parenting Panel

## Part 11A - Corporate Parenting Panel

### 1. Functions

1.1 The Corporate Parenting Panel is the primary vehicle for Councillors to meet with key officers and to challenge and scrutinise the performance, quality and efficacy of Wiltshire Council's services.

1.2 The Corporate Parenting Panel will comprise up to 8 Core Members drawn from elected Councillors politically balanced and nominated by group leaders. Group leaders will ensure that they appoint substitute members to cover absences. Associate Members will include officers from the council and key partner agencies and comprise of:

- Corporate Director
- Director – Children's Operational Services
- Head of Care, Placements and EDS
- Senior Commissioning Officer – Children's Social Care (Voice and Influence)
- A Representative from the Children in Care Council
- Cabinet Member for Children's Services
- Chair of Wiltshire Fostering Association
- Conference and Reviewing Service Manager
- Designed Doctor for Looked After Children
- Virtual School Headteacher

1.3 If any of the core members are unable to attend a meeting they will send a substitute representative.

1.4 On behalf of all Councillors acting as Corporate Parents, the Corporate Parenting Panel will ensure delivery of the following seven strategic priorities:

- 1.4.1 Strengthen the Corporate Parenting Role and Corporate Parenting function across Wiltshire Council as a whole.
- 1.4.2 Continue to improve timeliness of permanency for looked after children across the range of permanency options.
- 1.4.3 Ensure that there is sufficient accommodation for looked after children within Wiltshire which meets the needs of those children. Prioritise placement within Wiltshire.
- 1.4.4 Improve care leavers journey by ensuring an enhanced offer to care leavers across all areas: education, employment and training, independent living, housing options and health.
- 1.4.5 Improve the educational outcomes for looked after children; closing the gap between looked after children and other children in the county.
- 1.4.6 Ensure that looked after children are protected from the risk of child sexual exploitation and reduce the frequency with which some looked after children and care leavers currently go missing.
- 1.4.7 Ensure that looked after children and care leavers have timely and easy access to mental health services.

1.5 The Panel will appoint a Chairperson on an annual basis.



1.6 To ensure that strategic oversight and critical challenge is effective, each member of board will have a lead role in relation to delivery of one strategic priority.

## **2. Quorum**

2.1 The quorum of the Corporate Parenting Panel will be 75% (6) Councillors, 70% (7) Associate Members in attendance. Where the meeting is not quorate, the Chairperson will adjourn the meeting.

## **3. Frequency of meetings**

3.1 The Corporate Parenting Panel will meet bi-monthly with a minimum of 5 meetings a year.

## **4. Reporting**

4.1 The Panel would report its work through the Wiltshire Council Children's Select Committee. Following each meeting the Chairperson will send a copy of the Panel minutes to the Chairman of Children's Select Committee.

4.2 On a six-monthly basis the Panel Chairperson will prepare a report for Chairman of the Children's Select Committee, addressing progress against each of the seven strategic priorities.

4.3 In addition to this the Chairperson of the Corporate Parenting Panel will present an annual report to Full Council which will be shared with the Children's Select Committee prior to submission.

## **5. Terms of Reference**

Corporate Parenting Panel will:

- 5.1 Make a commitment to prioritising the needs of looked after children and young people and their carers and demand that all departments within the Council prioritise the needs of this group
- 5.2 Receive reports from the Children in Care Council and act on their views
- 5.3 Provide clear strategic and political direction in relation to corporate parenting
- 5.4 Show ambition and aspirations for all looked after children and care leavers
- 5.5 Ensure that all councillors and Wiltshire Council departments are fulfilling their roles and responsibilities as corporate parents proactively. This may involve, for example, the Corporate Parenting Panel organising specific education and training events for all members to ensure they are equipped with the knowledge and skills to be corporate parents
- 5.6 Investigate on behalf of all Councillors ways in which the role of Corporate Parenting can be improved, using examples of research and effective practice from other local authorities
- 5.7 Listen to the views of children, young people and their carers to involve them in the assessment and development of services
- 5.8 Engage with children and young people who are looked after, or have left care, by inviting them to act as advisers to the Panel

- 5.9 Monitor the performance, quality and outcomes of the Council's services in relation to children and young people in public care and identify any areas for improvement
- 5.10 Scrutinise key performance indicators in relation to children and young people in the care of Wiltshire Council
- 5.11 Meet with government inspectors, where appropriate, for their input into inspections
- 5.12 Participate as members of the adoption and fostering panels
- 5.13 Agree a work plan, review progress, membership of the panel and attainment of its role and terms of reference and report to the Cabinet and Children's Services Select Committee as appropriate, and in any case to the Full Council annually.

## Appendix 3

### Scheme of Delegation (Licensing Committee 26 September 2018)

#### Specific to Licensing

#### Licensing Act 2003

Table of delegations of licensing functions

Matter to be dealt with	Full Committee	Sub-Committee	Officers
Application for personal licence with unspent convictions		If a police objection	If no objection made
Application for premises licence/club premises certificate		If a relevant representation made	If no relevant representation made or if representation made and all parties subsequently agree on a revised application.
Application for provisional statement		If a relevant representation made	If no relevant representation made or if representation made and all parties subsequently agree on a revised application
Application to vary premises licence/club registration certificate		If a relevant representation made	If no relevant representation made or if representation made and all parties subsequently agree on a revised application
Application to vary designated personal licence holder		If a police objection	All other cases
Request to be removed as designated personal licence holder			All cases
Application for transfer of a premises licence		If a police objection	All other cases
Application for interim authorities		If a police objection	All other cases

Matter to be dealt with	Full Committee	Sub-Committee	Officers
Application to review premises licence / club premises registration		All cases	
Decision on whether a complaint is irrelevant, frivolous, vexatious, etc.			All cases
Decision to object when local authority is a consultee and not the lead authority		All cases	
Determination of a police representation to a temporary event notices		All cases	
Determination of an Environmental Health representation to a temporary event notice		All cases	
Determination of application to vary premises license at Community premises to include alternative license conditions		If police object	All other cases
Decision whether to consult other responsible authorities on minor variation applications.			All cases
Determination of minor variation application			All cases
Decision to suspend club premises certificate or premises licence for non-payment of annual fee.			All cases
Making a representation on behalf of the Licensing Authority			Licensing Manager and Senior Licensing officers
Initiating a review on behalf of the Licensing Authority			Licensing Manager and Senior Licensing Officers
Determination of Minor Variations			All cases

## Gambling Act 2005

Table of Delegations of Licensing Functions

Matter to be dealt with	Full Council	Licensing Committee or Sub-Committee	Officers
Three year licensing policy	X		
Policy not to permit casinos	X		
Fee setting - when appropriate	X		
Application for premises licences		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Review of a premises licence		X	
Application for club gaming/club machine permits		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Cancellation of club gaming/club machine permits		X	
Applications for other permits			X

Matter to be dealt with	Full Council	Licensing Committee or Sub-Committee	Officers (Public Protection Licensing Manager)
Cancellation of licensed premises gaming machine permits			<b>X</b>
Consideration of temporary use notice			<b>X</b>
Decision to give a counter notice to a temporary use notice		<b>X</b>	
Determination as to whether a person is an interested party			<b>X</b>
Determination as to whether representations are relevant			<b>X</b>
Determination as to whether a representation is frivolous, vexatious or repetitive			<b>X</b>

## Table of Delegated Functions - Miscellaneous

Matter to be dealt with	Full Committee	Sub – Committee	Officers
Schedule 3 Local Government (Miscellaneous Provisions) Act 1982 (as required by the sex establishments policy)	The Licensing Committee or Sub Committee will determine any new application or existing application where objections have been received	The Licensing Committee or Sub Committee will determine any application	To determine renewals where no objections have been
Schedule 4 Local Government (Miscellaneous Provisions) Act 1982 (Consent street trading)	The Licensing Committee or Sub Committee will determine applications where refusal has been recommended by officers, and subsequent representations have been received from the applicant	The Licensing Committee or Sub Committee will determine applications where refusal has been recommended by officers, and subsequent representations have been received from the applicant	In all other cases
<p>Powers to suspend/revoke or refuse to renew licenses under the following legislation: Town Police Clauses Act 1847 as amended Section 50</p> <p>Local Government (Miscellaneous Provisions) Act 1976 –Section 60,61 and 62</p> <p>Powers to determine applications for licences and permits under the following legislation: Town Police Clauses Act 1847 as amended Sections 40,46 Local Government (Miscellaneous Provisions) Act 1976 – Section 48,51,55</p> <p>Section 13 – 17 Local Government (Miscellaneous Provisions) Act 1982 (acupuncture, tattooing, ear piercing and electrolysis)</p> <p><del>Performing Animals (regulation) Act 1925</del></p> <p>Zoo Licensing Act 1981</p>	<p>For all these functions there is no role for the committee as there is a statutory right of appeal to the Magistrates’ Court</p> <p>The Licensing Committee will determine any application made by an officer or member of the Council.</p>	For all these functions there is no role for the sub - committee as there is a statutory right of appeal to the Magistrates Court	All other cases.

Matter to be dealt with	Full Committee	Sub – Committee	Officers
House to House Collections Act 1939 Pet Animals Act 1951 Animal Boarding Establishments Act 1963 Riding Establishments Act 1964 and 1970 Breeding of Dogs Act 1973 Breeding and Sale of Dogs (Welfare) Act 1999 Scrap Metal Dealers Act 1964 Dangerous Wild Animals Act 1976 Lotteries and Amusements Act 1976 Hypnotism Act 1952 (as amended) and Schedule 3 Local Government (Miscellaneous Provisions) Act 1982	For all these functions there is no role for the committee as there is a statutory right of appeal to the Magistrates' Court  The Licensing Committee will determine any application made by an officer or member of the Council.	For all these functions there is no role for the sub - committee as there is a statutory right of appeal to the Magistrates Court	All other cases.
The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018			All other cases.  Appeals to Head of Service or Licensing Manager

**Criminal Justice and Police Act 2001 and Violent Crime Reduction Act 2006**

Table of Delegations of Licensing Functions

Matter To Be Dealt With	Full Council	Licensing Committee or Sub-Committee	Officers (Service Director Public Protection)
Making Designated Public Places Orders (DPPOs)		<b>x</b>	



**Wiltshire Council**

**Full Council**

**16 October 2018**

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## **Extended Leave of Absence- Cllr David Jenkins**

### **Purpose of Report**

1. To ask Council to consider a request from Councillor David Jenkins for an extension of office beyond the six month period of non-attendance due to ill health.

### **Main considerations of the Council**

2. Under Section 85 (1) of the Local Government Act 1972, if a member of a local Authority fails throughout a period of six consecutive months, from the date of his or her last attendance to attend any meeting of the authority or as a representative of the authority on an outside body, he or she shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the Authority.

### **Background**

3. As members may be aware, Councillor David Jenkins, who represents Westbury North, is presently recovering from surgery after a fall, which has resulted in extremely limited mobility in both of his arms, wrists and hands.
4. Councillor Jenkins has not been able to attend any Council or Committee meeting since the Strategic Planning Committee meeting on 15 August 2018 and has requested Council to approve an extension to the usual six month rule to enable him to remain in office, in the event he is not able to return to his duties before 14 February 2019.
5. Council can only consider approval of any reasons for non-attendance before the end of the relevant six month period, which would be 14 February 2019. This Council meeting would be the last opportunity for Council to consider such a request before the expiry of the relevant six month period.
6. Councillor Jenkins currently serves as a full member of the Staffing Policy Committee and Strategic Planning Committee, and as a substitute member on Health Select Committee, Overview and Scrutiny Management Committee and Western Area Planning Committee. Cllr Jenkins is also the Chairman of Westbury Area Board and a representative on the Local Youth Network.
7. Councillor Gordon King is looking after the needs of Westbury North division, acting as interim Chairman for Westbury Area Board, and is exercising planning call-in responsibilities for Westbury North. Substitution arrangements for Committee meetings are to be made on a per meeting basis.

### **Safeguarding Implications**

8. None applicable.

### **Public Health Implications**

9. None applicable.

### **Equalities Impact**

10. Not applicable.

### **Environment and Climate Change considerations**

11. None applicable.

### **Risk Assessment**

12. Not applicable.

### **Financial Implications**

13. None applicable.

### **Procurement Implications**

14. None applicable.

### **Legal Implications**

15. Section 85(1) of the Local Government Act 1972 enables a local authority to approve the reason(s) for non-attendance of a Member at any meeting of the authority throughout a period of six consecutive months, provided that approval is given by the authority before the expiry of the six month period.
16. If the approval of Council is not given at this meeting, and considering that Councillor David Jenkins may not be well enough to resume his duties as a member of the Council before the expiry of the six month period, Councillor David Jenkins would be disqualified from office as a Councillor. Council is unable to grant retrospective approval.

### **Proposals**

- a) That Council approves the request from Councillor David Jenkins for an extension beyond the six month period of non-attendance on the grounds of ill health.**

**(b) That such an extension be granted until the end of February 2019 which would allow for any request for a further extension being considered by Council at its meeting on 26 February 2019. In the event of that meeting either being cancelled or postponed, such an extension is to remain in place until after the next available meeting of the Council.**

**Ian Gibbons**

**Director of Legal and Democratic Services, and Monitoring Officer**

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Background Papers: None

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