

# SUMMONS

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Council Meeting  
Date: 10 July 2012  
Time: 10.30 am  
Place:

**PLEASE SIGN THE ATTENDANCE  
BOOK BEFORE ENTERING THE  
COUNCIL CHAMBER**

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Please direct any enquiries on this Agenda to Yamina Rhouati, of Democratic Services, County Hall, Trowbridge, direct line 01225 718024 or email [Yamina.Rhouati@wiltshire.gov.uk](mailto:Yamina.Rhouati@wiltshire.gov.uk)

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

This summons and all the documents referred to within it are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

## **PART I**

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

1 **Apologies**

2 **Minutes of Previous Meeting** (*Pages 1 - 46*)

To approve as a correct record and sign the minutes of the following meetings:

Annual meeting of Council	15 May 2012 (copy attached)
Extraordinary meeting of Council	26 June 2012 (to follow)

3 **Declarations of Interest**

To declare any pecuniary or non-pecuniary interests or dispensations granted by the Standards Committee.

4 **Announcements by the Chairman**

5 **Petitions**

5a) **Petitions Received**

No petitions have been received for presentation to this meeting.

5b) **Petitions Update** (*Pages 47 - 50*)

Report of the Head of Democratic Services

6 **Public Participation**

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.

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 3 July**. 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.

**ITEMS OF BUSINESS**

Reports of Carlton Brand, Corporate Director in respect of items 7, 8 and 9 below.

7 **Electoral Arrangements - 2013 Elections** (*Pages 51 - 60*)

8 **Review of Polling Districts** (*Pages 61 - 102*)

9 **Returning Officer's Fees and Expenses** (*Pages 103 - 112*)

10 **Appointment of Co-opted Members of the Standards Committee**

Councillor Julian Johnson, Chairman of the Standards Committee to report.

11 **Police and Crime Panel - Panel Arrangements** (*Pages 113 - 134*)

Report of the Monitoring Officer

12 **Report of the Independent Remuneration Panel - Members' Allowances**

To consider the report and recommendations of the Independent Remuneration Panel following its consideration of the remuneration for the following roles:

Standards Committee – Chairman and co-opted members  
Scrutiny Committee allowances  
Health and Wellbeing Board members  
Police and Crime Panel members

Report to follow.

13 **Licensing Committee - Change to Scheme of Delegation** (*Pages 135 - 148*)

To consider the recommendation from the Licensing Committee dated 6 June 2012 in respect of amendments to the Scheme of Delegation of the Licensing Committee. The report previously considered by the Licensing Committee, relevant extract from the Licensing Committee minutes and Part 3D of the Constitution as proposed are attached.

14 **Annual Report on Treasury Management 2011/12** (*Pages 149 - 162*)

Report of the Service Director, Finance

15 **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.

**COUNCILLORS' MOTIONS AND QUESTIONS**

16 **Notice of Motion No. 28 - Land at Innox Hall, Trowbridge - From Councillors Jeff Osborn and Helen Osborn** (*Pages 163 - 164*)

To consider the attached motion.

To assist Council in its consideration of the motion, an officer's report will be circulated prior to the meeting.

17 **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 3 July**. 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.

## **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 enclosed separately.

(b) The Leader, Cabinet members and Chairmen of Committees will be given a brief opportunity to make any important announcements.

(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 the opportunity to raise questions on points of information or clarification on the minutes presented.

## **EXTERNAL ORGANISATIONS**

To receive reports from external organisations.

Please note that under the Constitution, Councillors wishing to ask a question in relation to the reports of the Wiltshire Police Authority and the Wiltshire and Swindon Fire Authority are required to give written notice to the officer named on the front of this agenda (acting on behalf of the Corporate Director) no later than five clear days before the Council meeting – 5pm on Monday 2 July 2012.

The documents referred to in the following items 19 (a) and (b) and 20, were previously circulated to Councillors to provide an opportunity to submit any questions within the above mentioned timescale. The documents are also circulated with this agenda for ease of reference.

### **19 Wiltshire Police Authority**

To receive and note:

19a) **the minutes of the Wiltshire Police Authority meeting held on 19 April**  
*(Pages 165 - 172)*

19b) **the report of the Wiltshire Police Authority** *(Pages 173 - 174)*

### **20 Wiltshire and Swindon Fire Authority** *(Pages 175 - 180)*

To receive and note the minutes of the Wiltshire and Swindon Fire Authority meeting held on 30 May and 21 June 2012.

**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**

Carlton Brand  
Corporate Director  
Wiltshire Council  
Bythesea Road  
Trowbridge  
Wiltshire

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## **COUNCIL**

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### **DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 15 MAY 2012 AT SALISBURY CITY HALL.**

#### **Present:**

Cllr Richard Beattie, Cllr Chuck Berry, Cllr John Brady, Cllr Richard Britton, Cllr Rosemary Brown, Cllr Liz Bryant, Cllr Allison Bucknell, Cllr Trevor Carbin, Cllr Chris Caswill, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Christopher Cochrane, Cllr Peter Colmer, Cllr Mark Connolly, Cllr Michael Cuthbert-Murray, Cllr Brian Dalton, Cllr Andrew Davis, Cllr Peter Davis, Cllr Tony Deane, Cllr Christopher Devine, Cllr Bill Douglas, Cllr Mary Douglas, Cllr Peggy Dow, Cllr Peter Doyle, Cllr Rod Eaton, Cllr Nick Fogg, Cllr Peter Fuller, Cllr Richard Gamble, Cllr Jose Green, Cllr Howard Greenman, Cllr Lionel Grundy OBE, Cllr Brigadier Robert Hall (Chairman), Cllr Russell Hawker, Cllr Mike Hewitt, Cllr Alan Hill, Cllr Charles Howard, Cllr Jon Hubbard, Cllr Chris Humphries, Cllr Keith Humphries, Cllr Peter Hutton, Cllr Tom James MBE, Cllr David Jenkins, Cllr Julian Johnson, Cllr Simon Killane, Cllr John Knight, Cllr Alan MacRae, Cllr Laura Mayes, Cllr Ian McLennan, Cllr Jemima Milton, Cllr Francis Morland, Cllr Bill Moss, Cllr Christopher Newbury, Cllr John Noeken, Cllr Jeffrey Ody, Cllr Stephen Oldrieve, Cllr Helen Osborn, Cllr Jeff Osborn, Cllr Mark Packard, Cllr Sheila Parker, Cllr Graham Payne, Cllr Nina Phillips, Cllr Fleur de Rhe-Philipe, Cllr Pip Ridout, Cllr Bill Roberts, Cllr Judy Rooke, Cllr Jane Scott OBE, Cllr Jonathon Seed, Cllr John Smale, Cllr Carole Soden, Cllr Toby Sturgis, Cllr Julie Swabey, Cllr John Thomson, Cllr Dick Tonge, Cllr Anthony Trotman, Cllr Bridget Wayman, Cllr Ian West, Cllr Fred Westmoreland, Cllr Stuart Wheeler, Cllr Roy While, Cllr Christopher Williams and Cllr Graham Wright

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#### **26 Election of Chairman**

Several tributes were made to the outgoing Chairman, Cllr Brigadier Robert Hall. The Leader referred to the exemplary manner he had chaired meetings of the Council with good humour and being fair to all parties. She also thanked him for being a marvellous ambassador representing the Council and Wiltshire at numerous functions, including Royal visits and openings of various facilities.

On behalf of the Liberal Democrat group, Cllr Hubbard thanked the Chairman for the fair and impartial manner he had conducted meetings of the Council particularly in the period following the unitary status of the authority.

Cllr Christopher Newbury on behalf of the Independent group thanked the Chairman for being clear minded and capable and for being an excellent Chairman and thanked him for his contribution.

Cllr Ian McLennan commented that it was a great honour to be able to pay tribute to such an excellent Chairman.

The Chairman explained that he was deeply moved by Councillors' comments. He thanked Councillors for their kind words and for all their support during his Chairmanship. He also thanked officers for their support in particular, Democratic Services, Ian Gibbons, John Quinton, Yamina Rhouati and James Hazlewood, the Lord Lieutenancy Office – Jean Potter and her predecessor Janet de Rhé Philipe and assistant.

The Chairman sought nominations for the position of Chairman of Wiltshire Council for the period 2012/13. On being nominated and seconded and there being further nominations, it was

**Resolved:**

**That Cllr Christine Crisp be elected Chairman of Wiltshire Council for the period 2012/13.**

The newly appointed Chairman signed the declaration of acceptance of office witnessed by the Monitoring Officer.

#### **Cllr Christine Crisp in the Chair**

The Chairman explained that she would do her best to justify the confidence placed in her by Councillors. She said it was an honour to serve them.

#### 27 **Election of Vice-Chairman**

The Chairman sought nominations for the position of Vice-Chairman of Wiltshire Council for the period 2012/13. On being nominated and seconded and there being no further nominations, it was

**Resolved:**

**That Cllr Roy While be elected Vice-Chairman of Wiltshire Council for the period 2012/13.**

Cllr Roy While then signed the declaration of acceptance of office witnessed by the Monitoring Officer.

Cllr While explained that he was looking forward to serving his term.



28 **Apologies**

Apologies for absence were received from Councillors Paul Sample, Desna Allen, Ricky Rogers, Howard Marshall, Jacqui Lay, Steve Petty, Leo Randall, Jane Burton, Mollie Groom, George Jeans, Nigel Carter, Mark Griffiths, Jerry Kunkler, and Paul Darby.

29 **Minutes of Previous Meeting**

The minutes of the meeting held on 28 February 2012 were presented.

**Resolved:**

**That the minutes of the last Council meeting held on 28 February 2012 be approved as a correct record and signed by the Chairman.**

30 **Declarations of Interest**

No declarations of interest were made.

31 **Announcements by the Chairman**

The Chairman made the following announcements:

(a) **Former Cllr Peter Green**

The Chairman reported with sadness the death of former County Councillor Peter Green. Mr Green was a member of the County Council for 8 years, representing the Pewsham Division.

The Leader paid tribute to a hard working politician and local Councillor. She referred to an instance when the Council had been finely balanced politically and Mr Green had come into the Council Chamber by stretcher to participate in a crucial vote. She said that he would be sadly missed. Cllr Soden commented that he was an extremely honest and very much respected Councillor with a special interest in finance.

(b) **Former Cllr May Kiddle**

Again with sadness, the Chairman announced the recent death of former Salisbury District Councillor Edith May Kiddle. Mrs Kiddle represented the Wilton area and had been twice the Mayor of Wilton.

Councillors stood in a moment of silence as a mark of respect for both Mr Green and Mrs Kiddle.

(c) Cllr Howard Marshall

The Chairman was pleased to announce that Cllr Marshall continued to recover well from his recent heart operation. Councillors joined with the Chairman in wishing Cllr Marshall the best for his continued recovery.

(d) On-going refurbishment of County Hall

The Chairman reminded Councillors that they would be unable to access County Hall during the weekend of 19 and 20 May due to planned asbestos removal works as part of the ongoing refurbishment.

(e) Royal Visits

The Chairman referred to recent Royal visits as follows:

Thousands of people welcomed Her Majesty The Queen and His Royal Highness The Duke of Edinburgh to Salisbury on 1 May when they visited the Wiltshire Diamond Jubilee Celebration event in Salisbury Cathedral and Close. The visit formed part of their South West Tour to mark Her Majesty's Diamond Jubilee.

The Chairman thanked all those involved for their contribution to a memorable day for Wiltshire.

HRH The Countess of Wessex officially opened Alabaré Place in Barnard Street on April 26. It had been home to 33 vulnerable residents since last October. The project was a partnership between Alabaré, housing group GreenSquare (incorporating Westlea), the Homes & Communities Agency, Places of Change and Wiltshire Council. It was also Alabaré's 21st anniversary.

HRH The Duke of Gloucester visited Royal Wootton Bassett Academy on 9 May in connection with the School's Holocaust and Genocide Programme as part of their humanities subject.

Her Royal Highness The Duchess of Cornwall visited HMP Erlestoke on 2 March to attend a production of Les Misérables by Pimlico Opera involving prisoners. Her Royal Highness also visited Jamie's Farm at Ditteridge, Box on 3 April which uses a unique combination of 'Family, Farming and Therapy' to support vulnerable children from urban areas.

(f) Olympic Torch

The Chairman reminded Council that the Olympic Torch would be passing through the county on May 22 & 23 and then again on July 11 & 12. It would visit north and west Wiltshire in May and the south and east

of the county in July. The Chairman said she knew that many people would be behind the scenes to ensure it would be a wonderful event.

(g) Lynne Grant

Councillors were advised that Lynne Grant was retiring from her position as PA to the Leader of the Council. Lynne had worked for the Council for 14 years. The Chairman paid tribute to her hard work, dedication and loyalty. Councillors wished Lynne a long and happy retirement.

(h) Recorded Votes

The Chairman reminded Councillors that a trial using electronic voting handsets would be undertaken at the end of the meeting. If successful, it was hoped that using handsets would speed up the recorded vote procedure.

32 **Petitions Update**

Council received the report of the Head of Democratic Services on petitions received since the last meeting of Council. It was noted that eight petitions, excluding those on regulatory matters, had been received, details of which were presented. It was noted that some petitions were listed as having no signatories. The Chairman explained that this was where petitions had been set up on the Council's e-petitions website, but had not yet received any additional signatories.

**Resolved:**

**That Council note the report, the petitions received and the actions being taken in relation to them, as set out in the Appendix to the report.**

33 **Petitions Received**

No petitions had been received for this meeting.

34 **Public Participation**

The Chairman reported receipt of a question from Mr Phil Matthews in respect of the proposed scrutiny arrangements which would be taken under the respective item (minute no. 35 c refers)

35 **Review of the Constitution**

Council considered recommendations from the Standards Committee in respect of the following items:

(a) **New Standards Framework**

Public Participation

Mr Scragg – member of Chippenham Town Council and member of this Council's Standards Committee and Task and Finish Group addressed Council on this item.

Cllr Stuart Wheeler as Cabinet member on the Focus Group on the Review of the Constitution presented a report which informed Council of the work undertaken so far in preparing for the implementation of the new standards framework under the Localism Act 2011.

The report also invited Council to consider the Standards Committee's proposals for implementation of the new framework in Wiltshire. This included approval being sought on a proposed Code of Conduct and arrangements for dealing with complaints under the Code for the purposes of consultation with Wiltshire Councillors and Wiltshire Parish Councillors. Final approval would be sought at the extraordinary meeting of Council on 26 June 2012 taking into account any comments received.

Details of the job description and specification for the appointment of the independent person and seeking the advice of the Independent Remuneration Panel on the rate of remuneration, arrangements for the appointment of co-opted members and terms of reference of a new Standards Committee were presented.

At the Chairman's invitation, Mrs Isabel McCord, Chairman of the current Standards Committee addressed Council on this item, particularly in relation to the proposed Code of Conduct. She considered that the Code did not cover behavioural issues such as bullying and respect which affected relationships between various parties and could impact on the reputation of the authority.

Cllr Jonathon Seed in thanking Mrs McCord for the work of the Standards Committee, presented amendments to the printed recommendations which were duly seconded, details of which were presented.

The report proposed the membership of the sub-committees of the new Standards Committee would not be subject to the rules on political proportionality. This would give flexibility to allow cross party representation to include minority groups and optimise Councillor availability. However, this approach to membership could only be implemented if no Councillor voted against the proposal.

Cllr Wheeler paid tribute to Mrs McCord and the other independent members of the current Standards Committee. Mrs McCord had been a good

Chairman and with her Standards Committee had undertaken an excellent job. These comments were echoed by the Leader of the Council.

With the consent of Council, Cllr Wheeler incorporated the amendments moved by Cllr Seed into his motion and it was therefore

**Resolved:**

- (1) To approve the draft code of conduct (DCLG model text) as amended for consultation with Wiltshire Councillors and Wiltshire Parish Councillors before final approval is sought at the next meeting on 26 June 2012.**
- (2) To approve the arrangements for dealing with code of conduct complaints, as set out in the report, for consultation with Wiltshire Councillors and Wiltshire Parish, Town and City Councillors before final approval is sought at the next meeting on 26 June 2012.**
- (3) To approve the job description and specification for the independent person as set out in the report.**
- (4) To authorise the Monitoring Officer, in consultation with the chairman of the new standards committee, to take the necessary steps to secure the appointment of 3 independent persons in accordance with the arrangements set out at paragraph 30 the report.**
- (5) To seek the advice of the Independent Remuneration Panel on an appropriate rate of remuneration for the independent person and to bring this back to council for decision on 26 June 2012.**
- (6) \*To agree to establish a standards committee with terms of reference as set out in the report, save that the sub-committees will be subject to the requirements of political balance.**
- (7) To authorise the Monitoring Officer, in consultation with the chairman of the new standards committee, to agree the arrangements for selection of co-opted members in accordance with paragraph 34 of the report, for appointment by Council at its meeting on 26 June 2012.**
- (8) With effect from its appointment by council on 15 May 2012 the new standards committee will be entirely responsible for all standards framework development matters and decisions will only be taken on matters by elected members of the council.**

(9) **To retain the current standards committee, including the current membership, for such period as is necessary to discharge its obligations relating to ongoing cases under the current regime until 1 July 2012 and for such further period as may be determined by statutory regulation.**

(10) **To agree to consult parish councils on the council's proposals for the implementation of the new standards framework in Wiltshire before a final decision is made by council on 26 June 2012.**

\* Cllr Francis Morland requested that his vote against the decision to approve the terms of reference of the new Standards Committee in so far as they related to the Sub-Committees of the Committee not being politically balanced. As this required no Councillor voting against such a decision, the Sub-Committees would now be politically balanced.

(b) **Planning Code of Good Practice**

Cllr Wheeler presented proposed revisions to the Planning Code of Good Practice. The revisions were proposed to reflect the rules on predetermination under the Localism Act 2011. It was noted that the Code would need to be further reviewed in the light of regulations on pecuniary interests and planning legislation.

A discussion ensued on the appropriateness of holding political group meetings immediately before planning committee meetings as this could give rise to a perception that planning decisions were politically motivated. Cllr Bill Douglas moved an amendment which was duly seconded as follows:

'That the Council approves the draft Planning Code of Good Practice as set out at pages 75-86 of the Summons, subject to the following changes:

Page 78, last bullet: Delete "Political Group meetings....planning issue and";

additional bullet: "There should be no Political Group pre-meetings in advance of Development Control meetings"

On being put to the vote, the amendment was LOST.

Upon further debate, Cllr Morland proposed the following amendment which was duly seconded:

'That the Council approves the draft Planning Code of Good Practice as set out at pages 75-86 of the Summons, subject to the following additional note at page 83 of the Summons:

NOTE

The following provisions of the Localism Act 2011 relating to predetermination came into force on 15 January 2012:

Prior indications of view of a matter not to amount to predetermination etc:

- (1) Subsection (2) applies if-
  - (a) as a result of an allegation of bias or predetermination, or otherwise, there is an issue about the validity of a decision of a relevant authority, and
  - (b) it is relevant to that issue whether the decision-maker, or any of the decision-makers, had or appeared to have had a closed mind (to any extent) when making the decision.
- (2) A decision-maker is not to be taken to have had, or to have appeared to have had, a closed mind when making the decision, just because-
  - (a) the decision-maker had previously done anything that directly or indirectly indicated what view the decision-maker took, or would or might take, in relation to a matter, and
  - (b) the matter was relevant to the decision.'

On being put to the vote, the amendment was LOST.

Upon further debate, Cllr Mary Douglas proposed the following amendment which was duly seconded:

To add a final bullet point under paragraph 7.1:

'To avoid the perception of political influence, there should be no Political Group pre-meetings immediately prior to Development Control meetings.'

On being put to the vote, the amendment was LOST.

Taking into account the concerns of Councillors, the Leader proposed the following amendment which was duly seconded:

In the last bullet point of paragraph 7.1, delete the word "meetings", and add an "s" to the word "group", so it reads:

'Political groups should never dictate how Members should vote on a planning issue and...'

Cllr Wheeler and with the consent of Council accepted the amendment within his motion.

**Resolved:**

**That the Council approves the draft Planning Code of Good Practice as set out at pages 75-86 of the Summons subject to the following amendment:**

**In the last bullet point of paragraph 7.1, delete the word "meetings", and add and "s" to the word "group", so it reads:**

**'Political groups should never dictate how Members should vote on a planning issue and...'**

(c) **Overview and Scrutiny Arrangements**

Public Participation

The Chairman reported receipt of a question from Mr Phil Matthews, Chairman of the Wiltshire Involvement Network, details of which were presented along with the response from the Leader of the Council.

Details of the question and response are attached as Appendix 1 to these minutes.

Cllr Stuart Wheeler, Cabinet member on the Focus Group on the Review of the Constitution presented a report which explained the background to the review of the Council's Overview and Scrutiny arrangements in the light of experience since the inception of the unitary authority. The views of the Standards Committee dated 2 May 2012 were also presented.

The report also sought approval to implement new arrangements resulting from the review. Details of the current and proposed committee structure charts were presented for Council's consideration. Cllr Wheeler moved the recommendations which were duly seconded. These included having an Overview and Scrutiny Management Committee with three sub-committees covering Health, Children's Services and Environment with a standing task group on budget overview and other ad-hoc task groups as required.

Cllr Tony Deane proposed the following amendment to the printed recommendations which was duly seconded:

To amend paragraph (2) to include a third bullet point to read as



follows:

- Rename the three sub-committees as “select committees”

To add a new paragraph (7) to read as follows:

- (7) To deal with the expected work programme, six meetings for each Select Committee per year will be fixed in the Council diary. This is in the knowledge that extra meetings may be arranged if necessary and the planned meetings may be cancelled if there is insufficient business’.

Cllr Jeff Osborn explained that efforts had been made for some time to secure a protocol to govern the relationship between scrutiny and the Executive. Although elements of the protocol had been included in the section on core values of the new arrangements, he considered that this fell short of what had been included in the protocol. Cllr Osborn explained that a fully resourced and structured overview and scrutiny arrangement was at the heart of being able to challenge the Executive and secure on behalf of council tax payers, good value for money.

With the consent of Council, the amendments from Cllr Deane were incorporated into the motion and it was

**Resolved:**

**That Council agrees:**

- (1) **the core values as set out in paragraph 7 of the report presented;**
- (2) **the structure and terms of reference of the revised overview and scrutiny arrangements as set out in Appendix B of the report presented subject to**
  - **In the Overview and Scrutiny Management Committee box, replace the fourth bullet with “Endorse the formation of task groups/appoint representative to project groups and delegate responsibility as appropriate”**
  - **In each of the three Sub-Committee boxes, remove the wording “with the agreement of the Management Committee”.**
  - **Rename the three Sub-Committees as “Select Committees”**
- (3) **to authorise the Monitoring Officer to make any consequential**

constitutional amendments necessary to give effect to the revised arrangements;

- (4) to note the new Overview and Scrutiny Management Committee would be responsible for determining how ongoing legacy business from the current arrangements should be managed;
- (5) to note the intention to maintain the Extended Leadership Team working group to assist in implementing and developing these revised arrangements;
- (6) to review the operation of the arrangements within 18 months; and
- (7) to deal with the expected work programme, six meetings for each Select Committee per year will be fixed in the Council diary. This is in the knowledge that extra meetings may be arranged if necessary and the planned meetings may be cancelled if there is insufficient business.

36 **Review of Allocation of Seats on Committees to Political Groups and Appointment of Committees**

- (a) **Appointment of Committees and Review of Allocation of Seats on Committees to Political Groups**
- (b) **Appointment of Councillors to Committees**
- (c) **Appointment of Chairmen and Vice-Chairmen of Committees**

37 **Appointment of Wiltshire Council members to serve on the Combined Fire Authority**

The Chairman took the above items recorded at minute no.s 36 (a) – (c) and 37 together giving Councillors an opportunity comment on individual items.

The Leader proposed a motion which encompassed all of the above and the decision taken at minute number 35 (b) and (c) on the overview and scrutiny and standards arrangements, details of which were circulated and this was duly seconded. The proposals also included the new requirement to appoint a Police and Crime Panel; a formal joint committee of Wiltshire and Swindon Councils. The Leader also drew attention to the need to appoint non-elected voting and non-voting members to the Children's Services Select Committee. It was noted that Group Leaders had been consulted on the principles of what was being proposed.

**Resolved:**

- (1) To note the reports and the legal requirements.
- (2) To appoint the following committees with the terms of reference as set out in the Constitution:-

**Strategic Planning**  
**Area Planning – East, North, South and West**  
**Licensing**  
**Standards (Current and New)**  
**Overview and Scrutiny Management**  
**Children’s Services Select**  
**Environment Select**  
**Health and Adult Social Care Select**  
**Audit**  
**Appeals**  
**Staffing Policy**  
**Officer Appointments**  
**Pension Fund**  
**Police and Crime Panel**  
**Joint Committee for Appointment to Wiltshire Police Authority**

- (3) To approve the aggregate number of committee places available to members of the Council being 186 and the number on each committee as follows:-

<b>Committee</b>	<b>Total Number of Places for Elected Members</b>	<b>Conservative Group Allocation (62 seats)</b>	<b>Liberal Democrat Group Allocation (23 seats)</b>	<b>Labour Group Allocation (2 seats)</b>	<b>Independent Group Allocation (8 seats)</b>	<b>Devizes Guardians Group Allocation (3 seats)</b>
<b>Strategic Planning</b>	13	9	3	-	1	-
<b>Area Planning Committees</b>						
North	11	8	3	-	-	-
South	11	6	3	1	1	-
East	9	6	1	-	1	1
West	11	6	3	-	2	-
<b>Licensing</b>	12	8	3	-	1	-
<b>Overview and Scrutiny Management</b>	13	7	3	1	1	1
<b>Children’s Services OS</b>	13	9	3	-	1	-

Environment OS	13	7	3	1	1	1
Health and Adult Social Care OS	13	8	3	-	1	1
Standards	13	7	3	1	1	1
Police and Crime Panel	7	5	2		-	
Audit	13	8	3	-	1	1
Appeals	8	6	2	-	-	-
Staffing Policy	9	6	2	-	1	-
Officer Appointments	5	3	1	-	1	-
Pension Fund	5	4	1	-	-	-
Joint Police Appointing	7	4	2	-	1	-
<b>TOTALS:</b>	<b>186</b>	<b>117</b>	<b>44</b>	<b>4</b>	<b>15</b>	<b>6</b>

- (4) To appoint Area Boards, constituted as area committees as set out in paragraphs 15 to 17 of the report presented and within the Constitution, and to appoint those members representing electoral divisions to their respective area boards as set out in Appendix 1 attached to this motion.
- (5) To approve the nominations of Group Leaders, as set out in the attached Appendix 2, for the appointment of councillors and substitutes, to serve on committees in accordance with the agreed scheme of committee places, until the next occasion membership is reviewed under the provisions of the Local Government & Housing Act 1989.
- (6) To re-appoint the current Standards Committee with continuing responsibilities under the existing standards regime until these responsibilities have ceased and to appoint the following Council members to serve on that committee:-
- Cllrs Fuller, Johnson, Marshall, McLennan, Clark and Carter
- (7) To appoint the following members to the Children's Services Select Committee.

**Non-Elected Voting Members:**

Rev Alice Kemp	Parent Governor Representative (SEN)
Mr Neil Owen	Parent Governor Representative (Secondary)
Mrs Rosheen Ryan	Parent Governor Representative (Primary)
Mike Thompson	Clifton Diocesan RC Representative
Vacancy	CoE Representative

**Non-Elected Non-Voting Members:**

Mrs Di Dale	Further Education Representative
Vacancy	Secondary Schools Headteacher Representative
Mrs Judith Finney	Primary School Headteachers Representative
Mr John Hawkins	School Teacher Representative
Kaylum House	Children & Young People's Representative

**(8) To appoint the following councillors to serve on the Combined Fire Authority for 2012/13 :-**

Conservative (6)	Liberal Democrat (2)	Independent (1)
Peter Davis Payne Groom Devine Brigadier Hall Wayman	Marshall Jeff Osborn	Newbury

**(9) To appoint the following Chairmen and Vice-Chairmen:-**

<u>Committee</u>	<u>Chairman</u>	<u>Vice Chairman</u>
Area Planning Committee – Eastern	C Howard	R Gamble
Area Planning Committee – Northern	T Trotman	A Hill
Area Planning Committee – Southern	F Westmoreland	J Green
Area Planning Committee – Western	P Fuller	R While
Audit Committee	R While	S Parker
Licensing Committee	J Seed	J Green
Officer Appointments Committee	J Scott	J Thomson
Pension Fund Committee	T Deane	C Howard
Staffing Policy Committee	A Bucknell	M Hewitt
Strategic Planning Committee	A Davis	J Johnson
Standards Committee	J Johnson	P Fuller

**(10) To note that in accordance with the Constitution the Chairmen and Vice Chairmen and the Overview and Scrutiny Select Committees will be elected at the first meeting of those committees.**

38 **Notices of Motion**

No notices of motion received for this meeting.

39 **Councillors' Questions**

The Chairman reported receipt of question from Councillors Fogg, Jenkins, Caswill and Clark. Details of the questions and responses from the relevant Cabinet member are attached as Appendix 3.

In accordance with the constitution, each Councillor was given the opportunity to ask a relevant supplementary question to which the relevant Cabinet member replied.

40 **Minutes of Cabinet and Committees**

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

<u>Meeting</u>	<u>Date</u>
Cabinet	20 March & 17 April 2012
Cabinet Capital Assets Committee	21 March 2012
Organisation and Resources Select Committee	5 April 2012
Children's Services Select Committee	29 March 2012
Health and Adult Social Care Select Committee	15 March 2012
Environment Select Committee	1 March & 3 May 2012
Northern Area Planning Committee	22 February, 14 March, 4 & 25 April 2012
Eastern Area Planning Committee	15 March, 5 & 26 April 2012
Southern Area Planning Committee	29 March 2012
Western Area Planning Committee	7 & 28 March 2012
Strategic Planning Committee	14 March & 11 April 2012

Standards Committee	7 March, 18 April & 2 May 2012
Audit Committee	21 March 2012
Officer Appointments Committee	19 April 2012
Staffing Policy Committee	22 February & 7 March 2012
Wiltshire Pension Fund Committee	22 February 2012

The Chairman then invited questions from councillors 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.

### **Cabinet Capital Assets Committee – Terms of Reference**

In accordance with the Constitution, the Leader reported that she had extended the terms of reference of the Cabinet Capital Assets Committee to include the 'strategic overview of the Council's policy on Section 106 funding *and Community Infrastructure Levy (CIL)* and the use of *these funds*'. Additional words in italics.

### **Resolved:**

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

41 **Annual Report of the Standards Committee**

Mrs Isabel McCord, Chairman of the current Standards Committee presented the Annual Report of the Committee for the period 2011/12.

Mrs McCord guided Councillors through the report highlighting salient points. She thanked members of the Committee, the Monitoring Officer and his staff for their help and support. She commented that it had been a privilege to work with all those connected with the Standards Committee.

**Resolved:**

**That the Annual Report of the Standards Committee for the period 2011/12 be received and noted.**

42 **Annual Report from the Corporate Parenting Panel**

Council received the Annual Report of the Corporate Parenting Panel for the period 2011/12.

Cllr Jon Hubbard thanked Cllr Sheila Parker, Chairman of the Panel for all her work. He commented that the matter of engagement with looked after children had been judged outstanding by the recent Ofsted inspection which was largely achieved through the work of the Panel. Cllr Hubbard reminded Councillors that they were all corporate parents and urged them all to read the entire report.

**Resolved:**

**That the Annual Report of the Corporate Parenting Panel for the period 2011/12 be received and noted.**

43 **Dates of Council meetings 2012/13**

**Resolved:**

**To approve the following dates for meetings of the Council for the period 2012/13:**

<b>26 June 2012</b>	<b>-</b>	<b>Extraordinary meeting</b>
<b>10 July 2012</b>		
<b>13 November 2012</b>		
<b>19 February 2013 (if required)</b>		
<b>26 February 2013</b>	<b>-</b>	<b>Budget Setting meeting</b>



44 **Wiltshire Police Authority**

The report and minutes of the Wiltshire Police Authority meetings held on 9 February and 27 March 2012 were received and noted. No questions from Councillors had been received on these documents. Cllr Soden updated Council on recent appointments to the Chief Officer Team.

45 **Wiltshire and Swindon Fire Authority**

The minutes of the Wiltshire and Swindon Fire Authority meeting held on 14 February 2012 were received and noted. No questions had been received from Councillors on these minutes.

(Duration of meeting: 10.30 am - 3.35 pm)

The Officer who has produced these minutes is Yamina Rhouati, of Democratic & Members' Services, direct line 01225 718024, e-mail [Yamina.Rhouati@wiltshire.gov.uk](mailto:Yamina.Rhouati@wiltshire.gov.uk)

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

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**WILTSHIRE COUNCIL**

**COUNCIL**

**15 MAY 2012**

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**QUESTIONS FROM THE PUBLIC – ITEM 9C**

**QUESTION FROM MR PHIL MATTHEWS, WILTSHIRE INVOLVEMENT  
NETWORK (CHAIR)**

**TO CLLR JANE SCOTT, LEADER OF THE COUNCIL**

**Question 1**

If the proposals for the new Scrutiny Arrangements are approved by the Council can I have an assurance that the Wiltshire Involvement Network will still be invited to the Health and Social Care Sub Committee as a Stakeholder like they have been in past years?

**Response**

This is a matter for the Sub Committee.

However once the new arrangements for Health and Wellbeing Boards are in place, WIN's functions will transfer to HealthWatch, who will have a place on the Health and Wellbeing Board.

Any suggestion therefore that HealthWatch will also have a place on the Health Overview and Scrutiny Sub Committee will have to be carefully considered and managed.

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## Appendix 2

### Appointment of Committee Members

#### Strategic Planning Committee (13)

Conservative Group (9)	Liberal Democrat Group (3)	Labour Group (0)	Independent (1)	Devizes Guardians (0)
C Howard	S Petty	-	F Morland	-
M Connolly	I West			
A Davis	J Knight			
P Fuller				
C Humphries				
J Johnson				
L Randall				
T Trotman				
F Westmoreland				
Substitutes:				
L Bryant	R Brown		E Clark	
P Colmer	B Douglas		N Fogg	
M Groom	M Packard		R Hawker	

#### Area Planning Committee – East (9)

Conservative Group (6)	Liberal Democrat Group (1)	Labour Group (0)	Independent (1)	Devizes Guardians (1)
J Milton	P Dow	-	N Fogg	J Burton
R Gamble				
C Howard				
C Humphries				
L Mayes				
C Williams				
Substitutes:				
L Bryant	T Carbin		G Jeans	J Ody
J Kunkler	B Douglas		C Newbury	N Carter
J Seed	S Killane		F Morland	

**Area Planning Committee – North (11)**

Conservative Group (8)	Liberal Democrat Group (3)	Labour Group (0)	Independent (0)	Devizes Guardians (0)
P. Colmer	D Allen	-	-	-
C Crisp	S Killane			
P Davis	M Packard			
P Doyle				
A Hill				
P Hutton				
T Sturgis				
T Trotman				
Substitutes:				
C Berry	B Douglas			
M Groom	H Marshall			
B Roberts	J Rooke			

**Area Planning Committee – South (11)**

Conservative Group (6)	Liberal Democrat Group (3)	Labour Group (1)	Independent (1)	Devizes Guardians (0)
R. Britton	B. Dalton	I. McLennan	G. Jeans	-
C Devine	P Sample			
J Green	I West			
M Hewitt				
J Smale				
F Westmoreland				
Substitutes:				
M Douglas	D Jenkins	R Rogers	E Clark	
W Moss	S Petty		R Hawker	
L. Randall	G Wright		C Newbury	

**Area Planning Committee – West (11)**

Conservative Group (6)	Liberal Democrat Group (3)	Labour Group (0)	Independent (2)	Devizes Guardians (0)
R Eaton	T Carbin	-	E Clark	-
P Fuller	J Knight		C Newbury	
M Griffiths	S Petty			
P Ridout				
J Seed				
R While				
Substitutes:				
A Davis	R Brown		F Morland	
F De Rhé-Philippe	M Hewson		R Hawker	
K Humphries	J Osborn		T James	

**Licensing Committee (12)**

Conservative Group (8)	Liberal Democrat Group (3)	Labour Group (0)	Independent (1)	Devizes Guardians (0)
R Beattie	D Allen	-	G Jeans	-
R Eaton	P Dow			
J Green	M Hewson			
J Lay				
B Moss				
P Ridout				
B Roberts				
J Seed				
Substitutes:				
A Bucknell	T Carbin		E Clark	
L Bryant	B Douglas			
M Douglas	J Hubbard			

### **Overview and Scrutiny Management Committee (13)**

Conservative Group (7)	Liberal Democrat Group (3)	Labour Group (1)	Independent (1)	Devizes Guardians (1)
T. Deane	T Carbin	R Rogers	C Newbury	N Carter
P Doyle	J Hubbard			
A Hill	J Rooke			
M Hewitt				
P Hutton				
J Seed				
C Soden				
Substitutes:				
C Berry	D Allen	I McLennan	E Clark	J Burton
R Britton	B Dalton		N Fogg	J Ody
P Ridout	M Packard		R Hawker	

### **Children's Select Committee (13)**

Conservative Group (9)	Liberal Democrat Group (3)	Labour Group (0)	Independent (1)	Devizes Guardians (0)
A Davis	P Darby	-	R Hawker	-
P Davis	J Hubbard			
M Douglas	P Dow			
P Fuller				
M Griffiths				
J Lay				
B Moss				
S Parker				
C Soden				
Substitutes:				
C Devine	J Knight		E Clark	
M Groom	H Osborn		N Fogg	
B Roberts	J Osborn		T James	



**Environment Select Committee (13)**

Conservative Group (7)	Liberal Democrat Group (3)	Labour Group (1)	Independent (1)	Devizes Guardians (1)
C Berry	R Brown	I McLennan	T James	N Carter
C Cochrane	J Hubbard			
P Doyle	S Oldrieve			
J Green				
A Hill				
C Humphries				
L Randall				
Substitutes:				
C Howard	T Carbin	R Rogers	N Fogg	J Burton
J Johnson	B Dalton		R Hawker	J Ody
T Trotman	B Douglas		G Jeans	

**Health Select Committee (13)**

Conservative Group (8)	Liberal Democrat Group (3)	Labour Group (0)	Independent (1)	Devizes Guardians (1)
C Berry	D Allen		T James	J Burton
C Crisp	C Caswill			
P Colmer	J Knight			
P Davis				
P Hutton				
N Phillips				
P Ridout				
B Roberts				
Substitutes:				
R Britton	D Jenkins		N Fogg	N Carter
M Douglas	H Osborn		R Hawker	J Ody
B Moss	J Rooke		G Jeans	

**Standards Committee (13)**

Conservative Group (7)	Liberal Democrat Group (3)	Labour Group (1)	Independent (1)	Devizes Guardians (1)
A Bucknell	C Caswill	I McLennan	E Clark	N Carter
P Fuller	B Dalton			
H Greenman	J Hubbard			
J Johnson				
C Soden				
R While				
C Williams				
Substitutes:				
C Cochrane	R Brown		Newbury	
M Douglas	T Carbin		Morland	
P Doyle	I West		Fogg	

**Police and Crime Panel (7)**

Conservative Group (5)	Liberal Democrat Group (2)	Labour Group (0)	Independent (0)	Devizes Guardians (0)
R Britton	C Caswill	-	-	-
M Hewitt	B Dalton			
K Humphries				
P Hutton				
P Ridout				
Substitutes:				
P Doyle	S Petty			
C Howard	P Sample			
H Greenman				

### **Audit Committee (13)**

Conservative Group (8)	Liberal Democrat Group (3)	Labour Group (0)	Independent (1)	Devizes Guardians (1)
R Britton	D Jenkins	-	G Jeans	N Carter
P Doyle	H Osborn			
J Johnson	M Packard			
M Griffiths				
A MacRae				
S Parker				
P Ridout				
R While				
Substitutes:				
R Eaton	C Caswill		E Clark	-
M. Groom	J Osborn		M Cuthbert-Murray	-
B Wayman	P Sample		F Morland	

### **Appeals Committee (8)**

Conservative Group (6)	Liberal Democrat Group (2)	Labour Group (0)	Independent (0)	Devizes Guardians (0)
A Bucknell	D Jenkins	-	-	-
A Davis	H Osborn			
P Davis				
A. Hill				
B Wayman				
R While				
Substitutes:				
C Crisp	B Douglas			
C Cochrane	P Dow			
J Milton	I West			

**Staffing Policy Committee (9)**

Conservative Group (6)	Liberal Democrat Group (2)	Labour Group (0)	Independent (1)	Devizes Guardians (0)
A Bucknell	J Hubbard	-	F Morland	-
R Eaton	D Jenkins			
M Hewitt				
J Noeken				
J Smale				
J Scott				
Substitutes:				
M Douglas	R Brown		E Clark	
B Moss	C Caswill		G Jeans	
J Seed	M Packard		C Newbury	

**Officer Appointments Committee (5)**

Conservative Group (3)	Liberal Democrat Group (1)	Labour Group (0)	Independent (1)	Devizes Guardians (0)
L Grundy	J Hubbard	-	N Fogg	-
J Scott				
J Thomson				
Substitutes:				
J Noeken	C Caswill		E Clark	
J Brady	B.Dalton		T James	
F de Rhe-Philippe	M Packard		C Newbury	

**Pension Fund Committee (5)**

Conservative Group (4)	Liberal Democrat Group (1)	Labour Group (0)	Independent (0)	Devizes Guardians (0)
T Deane	M Packard	-	-	-
F De Rhé-Philippe				
C Howard				
S Parker				
Substitutes:				
J Brady	D Jenkins			
W Moss	H Osborn			
R While	J Osborn			

**Joint Committee for Appointment to Wiltshire Police Authority (7)**

Conservative Group (4)	Liberal Democrat Group (2)	Labour Group (0)	Independent (1)	Devizes Guardians (0)
Fleur de Rhe-Philippe	C Caswill		C Newbury	
L Grundy	P Sample			
C Soden				
J Scott				
Substitutes:				
K Humphries			E Clark	
J Thomson	J Hubbard		G Jeans	
R Tonge	J Osborn		T James	

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**QUESTIONS FROM COUNCILLORS**

**FROM CLLR NICK FOGG, MARLBOROUGH WEST DIVISION**

**TO CLLR LIONEL GRUNDY, CABINET MEMBER FOR CHILDREN'S SERVICES**

**Question 1**

- a) Where would you say responsibility for OFSTED's finding of 'serious and significant shortcomings' in Wiltshire's care for at least some of its vulnerable children may lie?
- b) What precise steps are being taken to remedy these failings?
- c) Is the report in the Gazette & Herald of April 26<sup>th</sup>, 2012, which stated that care workers had not been invited to child protection meetings, even though they were best placed to represent the child's interests, correct?

**Response**

- a) The Ofsted report highlights that all partner agencies must take responsibility for ensuring that vulnerable children are safe. Each agency is accountable for making sure they are clear about their safeguarding responsibilities. All partners have stated that the main priority is to safeguard children and young people and minimise the risk of them being subject to harm and they are in agreement that the improvement plan and actions must be delivered with some urgency, to ensure that Wiltshire children and young people are protected.

A multi-agency Safeguarding Improvement Board has been established and is responsible for monitoring progress and overseeing the delivery and evidence of improvement. The inspectors judged that there is adequate capacity to improve safeguarding services and for looked after children the capacity to improve is good and that the political and managerial ambition and prioritisation across all partners is to improve and be better than adequate across all services.

- b) The inspectors reported that as soon as the issues were raised with the council that immediate and appropriate action was taken to ensure the children and young people identified were re-assessed and appropriately protected. A detailed improvement plan was drafted and shared with inspectors before they left. This plan has subsequently

been developed following receipt of the inspection report.

The immediate actions as set out in the inspection report and the improvement plan are either well underway or have been completed. An Improvement Board has been set up and has already met twice. The terms of reference for this board and its role have been agreed. Its key purpose is to oversee, challenge and support the delivery of improvement. Membership is at senior level and includes representatives from the council, health services and police and the chair of the newly established safeguarding scrutiny task group. An independent chair has been appointed. A multi-agency operational group, will support the board to ensure that the improvements are delivered.

An external audit of all child protection cases and cases held within the Referral and Assessment team has been undertaken and action has been taken in response to any identified issues. Additional management capacity is in place. Staff and managers are regularly updated and invited to attend development sessions.

The Department for Education has confirmed that our actions to date have been timely and appropriate and the inspectors stated that the council is committed, within challenging budget reductions, to protecting its front line services.

c) Without knowing where these comments originated it makes it very difficult to respond to the Gazette & Herald's coverage. However, the Ofsted inspection team, throughout the duration of their inspection and in the final report did not raise any concerns about the attendance of professionals at child protection conferences.

There is a clear process in place; the Local Children's Safeguarding Board (LSCB) has an escalation procedure which sets out the steps to be followed if there are any concerns in respect of child protection practice. It is the responsibility of all professionals to follow this procedure if they have concerns. We can confirm that no specific concerns of this nature have been highlighted to the LSCB or to the Director of Children's Services.



**WILTSHIRE COUNCIL**

**COUNCIL**

**15 MAY 2012**

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**QUESTIONS FROM COUNCILLORS**

**FROM CLLR DAVID JENKINS, WESTBURY NORTH DIVISION**

**TO CLLR RICHARD TONGE, CABINET MEMBER FOR HIGHWAYS AND  
TRANSPORT**

**Question 1**

With regard to the car parking alterations made under HT-22-12 for the Queen's Diamond Jubilee, it is important to the people and businesses of Westbury that Saturday the 2<sup>nd</sup> of June is included.

There will be a whole range of events taking place the Town which has been organised by the Town Council and other outside organisations for over two years. The events will vary in size, the numbers of people who attend and choice. They will run through the Saturday and into the evening. It is part of a comprehensive full four day programme of celebration, therefore in view of this can Saturday the 2<sup>nd</sup> of June be included in the alterations to parking arrangements?

**Response**

The final date for comments on the 'intention to make a decision' is 15th May. I will discuss the responses with officers very soon after the 15th and issue a decision shortly after that.

The submission by Councillor Jenkins has been logged in and will be considered together with others received.



**WILTSHIRE COUNCIL**

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**15 MAY 2012**

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**QUESTIONS FROM COUNCILLORS**

**FROM CLLR CHRIS CASWILL, CHIPPENHAM MONKTON DIVISION**

**TO CLLR TOBY STURGIS, CABINET MEMBER FOR WASTE, PROPERTY,  
ENVIRONMENT AND DEVELOPMENT CONTROL SERVICES**

**Question 1**

Does the Council's agreement with ING for the redevelopment of the Bath Road site in Chippenham (a) include an expectation that ING will provide alternative facilities for youth service provision currently housed in the Bridge Centre (such as the cafe) or (b) require a cash payment in lieu?

**Response**

The Development Agreement with ING obliges the company to either provide alternative youth facilities or make cash payment in lieu, at the Council's discretion.

**Question 2**

If (a) which facilities fall within the ING remit? Or if (b) can we be given an assurance that all the funds provide under this aspect of the agreement will be used for the re-provision of current youth services?

**Response**

The relocation provision covers all youth services currently operating from the Bridge Centre. It is intended that that if a cash payment was made then it would be used to fund whatever alternative facility is to be provided. For instance, if the service was to be relocated in a community campus then the payment would go towards such a facility.



**WILTSHIRE COUNCIL**

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**15 MAY 2012**

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**QUESTIONS FROM COUNCILLORS**

**FROM CLLR CLLR CHRIS CASWILL, CHIPPENHAM MONKTON DIVISION**

**TO CLLR JONATHAN SEED, CHAIRMAN LICENSING COMMITTEE**

**Question 1**

- a) What progress has been made towards revision of the Council's Licensing Policy to take account of recent legislative changes and the Government's published Alcohol Strategy?
- b) Will that revision process include consideration of introducing Cumulative Impact Zones in Wiltshire towns?

**Response**

- a) The question regarding the review of the Licensing Policy was raised at the last Full Council meeting (item 22 draft minutes, Council meeting 28<sup>th</sup> February 2012).

At this time Councillors were advised that members of the Licensing Policy Committee were aware of the impending changes within the Police Reform and Social Responsibility Act.

It was also reported that the commitment to review the policy was already contained within the work programme of the Committee and that this process would start as soon as full details of the proposal (and guidance) were available. These are now known and officers are working to consider the impact these will have on the review of the Licensing Policy, together with the proposals contained within the National Alcohol Strategy. This review will include a consultation process with both the public and partners together with appropriate training for members of the Committee.

Two measures specifically outlined in the National Alcohol Strategy, the Late Night Levies and Early Morning Restriction Orders will not be available until October 2012.

It is hoped that a revised Licensing Policy will be considered by the Licensing Policy Committee at its meeting in September 2012, and subsequently commended to Council.

- b) Any review of the licensing policy will consider whether it is appropriate to include provisions relating to cumulative impact. Any decision to have such provisions must be based on relevant evidence and will be considered in light of the revised guidance.

**WILTSHIRE COUNCIL**

**COUNCIL**

**15 MAY 2012**

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**QUESTIONS FROM COUNCILLORS**

**FROM CLLR CHRIS CASWILL, CHIPPENHAM MONKTON DIVISION**

**TO CLLR JANE SCOTT, LEADER OF THE COUNCIL**

**Question 1**

As the Council now has the executive ability to act in licensing matters, and is not confined to a quasi-judicial role, will consideration now be given to including licensing policy in a Cabinet portfolio, and to a revision of officer responsibilities to provide for a more active approach?

**Response**

Section 7 of the Licensing Act 2003 provides that all matters relating to the discharge by a licensing authority of its licensing functions are referred to the Licensing Committee established under s.6 of the Act. That committee then arranges for some of those functions to be discharged by its sub-committees or officers as appropriate. Even with the recent changes to the Licensing Act brought about by the Police Reform and Social Responsibility Act 2011, there is no provision for any Licensing Act functions to be the responsibility of the Executive. In addition the retention of the licensing policy as a Committee matter allows members to have a real influence on all licensing matters.

The Police Reform and Social Responsibility Act 2011 amended s.13(4) of the Licensing Act so as to make the licensing authority itself a 'responsible authority' thereby allowing it to object to applications and call for reviews. This will require a separation of roles within the Licensing Team (as set out in paragraphs 9.17 - 9.18 of the revised statutory guidance) and an amendment to the scheme of delegation to allow officers to make representations on applications on behalf of the licensing authority. These amendments and reviews are in hand.





**WILTSHIRE COUNCIL**

**COUNCIL**

**15 MAY 2012**

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**QUESTIONS FROM COUNCILLORS**

**FROM CLLR CHRIS CASWILL, CHIPPENHAM MONKTON DIVISION**

**TO CLLR LIONEL GRUNDY, CABINET MEMBER FOR CHILDREN'S SERVICES**

**Question 1**

- a) What services are now provided by Connexions in Wiltshire?
- b) How are those services being advertised?
- c) How are the services which are no longer being provided by Connexions being made available to the young people who need them?
- d) What steps are being taken to monitor the provision of these kinds of support services in Wiltshire secondary schools?

**Response**

- a) The Connexions brand no longer exists. Remaining Connexions staff are now part of the Integrated Youth Service (IYS). Their primary role is to provide support for young people who are not in education, employment and training (NEET) or at significant risk of this.

All Integrated Youth Service staff (Youth Offending, former Connexions staff, Youth Development staff and others) have a youth engagement role to work with young people who are identified as being vulnerable e.g. NEET or risk of NEET, Special Educational Needs, Disability, Child in Care, Young Offender, Teenage Parent, Substance Misuse etc. As such, the IYS provides 'targeted' support to those young people who need it most.

However, a universal 'open access' youth work offer remains in each community area delivered by local Youth Workers. Changes to Connexions have been made in light of statutory government guidance stating that responsibility for careers guidance (formerly 'Information, Advice and Guidance') moves to schools (including academies) and colleges from 1st September 2012 – supported by the new 'National Careers Service'.

- b) Integrated Youth Services are advertised in several ways:-

- Through commissioning consultations directly with young people.
- Regular communications with schools and academies.
- Communication to partners of Children and Young Peoples Trust.
- On 'Sparksite' (youth website) and as communicated by IYS Delivery Teams.
- Within Job Centres where Integrated Youth staff are still present at set times.

We are currently undertaking work to continue to clarify our overall youth offer and to explore the best way of promoting this to local young people. Young people will be involved in this.

- c) Careers Information, Advice and Guidance (which the Council no longer delivers from 1st September) will be provided by schools including academies. As such, there should be no reduction in the overall offer, although it is now split between the Local Authority (focus on vulnerable young people) and schools/colleges (universal offer of careers guidance to all young people). Between May and September, an interim offer of service is in place and has been accepted by schools and colleges.
- d) There is currently no requirement for the Local Authority to monitor the provision of Careers Guidance in schools. However, our Schools and Learning Team are working with schools and colleges to support the provision of careers guidance in schools through our local Raising Participation Age Strategy and Plan, of which schools are a key partner. In addition the Schools and Learning 13-19 Team are working with and encouraging schools to obtain the careers 'Quality Mark' status. Overall the Department for Education will have a lead role in ensuring that effective quality careers advice is delivered by schools and colleges.

**WILTSHIRE COUNCIL**

**COUNCIL**

**15 MAY 2012**

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**QUESTIONS FROM COUNCILLORS**

**QUESTION FROM CLLR ERNIE CLARK, HILPERTON DIVISION**

**TO CLLR JANE SCOTT, LEADER OF THE COUNCIL**

**Question 1**

What progress has been made to recover 'the enhanced element of severance' from the former Kennet staff members? Also, I understand that the auditor was of the opinion that the original 'non-pensionable honoraria' payments should not have been made. Accepting that this is the case, what steps are being taken to recover these payments? If no action is being taken could you please explain why.

**Response**

Recovery action is still being pursued. Since the last meeting of Council on 28 February 2012 when this matter was raised a further request for information has been made by one of the party's solicitors. Council Officers are trying to locate this documentation but it is proving to be difficult due to its historical nature.

Once we have complied with the latest request, as far as this is possible, we will be able to require an answer from that party and then any defences raised can be considered and a final decision made as to whether Court proceedings are justified.

With regard to the original non pensionable honoraria payments the Chief Executive, after consultation with the Solicitor to the Council, Chief Finance Officer and myself as Leader, decided not to pursue recovery of these payments as the costs and litigation risks involved in doing so were likely to be disproportionate to the amounts in question. This approach was endorsed by the Audit Committee on 24 March 2010.



**Wiltshire Council**

**Council**

**10 July 2012**

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## **Petitions Update**

### **Petitions Received**

As at 28 June, three petitions have been received by Wiltshire Council, since the last ordinary Council meeting on 15 May 2012. Further details are shown at Appendix 1 to this report.

No requests have been received to present petitions at this meeting.

### **Proposal**

**That Council notes the petitions received and the actions being taken, as set out in the Appendix to this report.**

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**John Quinton**  
**Head of Democratic Services**

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Date Received	Subject	No of signatures	Action taken
4 May, 2012	Dropped Kerb – Cliff House Chippenham	63	The Chippenham Community Area Transport Group (CATG) is carrying out an exercise to identify dropped kerb requirements in the community area. All requests appraised and prioritised. This topic will be on the agenda of the next CATG meeting.
11 June 2012 –	removal of Speed humps – Frome Road Bradford on Avon	26	Referred to Bradford on Avon Area Board for consideration by the CATG
18 June 2012	Flashing Lights Winterbourne Earls Primary School	200	Submitted following a survey by the Amesbury CATG asking if schools had any parking issues. Amesbury Area Board CATG to examine the petition on Monday 11 June and to report back to the next meeting on the 3 September.

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

Council

10 July 2012

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## Electoral Arrangements – 2013 elections

### 1. Purpose of Report

1.1. The purpose of the report is to appraise members of anomalies within the electoral arrangements for 2013, and to recommend measures to deal with them.

### 2. Background

2.1. The 2009 County of Wiltshire (Electoral Changes) Order set up the electoral arrangements for the new unitary council and a number of parish and town councils. The unitary arrangements took effect from 2009, but the town arrangements will not take effect until the 2013 elections.

2.2. Officers have been working with the Local Government Boundary Commission for England (LGBCE) and others in relation to a number of anomalies that have been identified in the 2009 Order. These anomalies are set out in Appendix A. Further details can be located as shown below:

2.3.

Warminster	Paragraph 3 and Appendix C
Calne Without	Paragraph 4
Melksham Without	Paragraph 4
Roundway	Paragraph 4
Corsham	Appendix D
Calne	Appendix D

2.4. The Director of Reviews at the LGBCE has considered a “light touch” electoral review to correct the BCE errors, and also the possibility of asking the DCLG to revoke the 2009 Order and remake it, but both possibilities have been ruled out. It has also been established that the LGBCE does not have the legal power to amend the Electoral Commissions/ BCE’s review. The only practical solution would be for the Council to undertake a tightly defined governance review of the areas affected. The procedure for a governance review is set out in Appendix B. Arrangements for publicising the review are not prescribed, but it is suggested the most appropriate method would be by consulting the council affected, a public notice in the press, and promotion via the

council's website. If the town and parish councils involved then wish to further publicise the review, then this would be welcomed.

- 2.5. Members are also asked to express a view on whether to alter the electoral names of the unitary divisions and town wards in Royal Wootton Bassett to adopt the "Royal" prefix, in which case a governance review should be started on the naming, but not areas, or the divisions and wards involved..

### **3. Warminster Town Council seating**

- 3.1. Warminster parish is covered by four unitary divisions. Within the town council area, the boundaries of the unitary divisions and 2013 town wards are co-terminous, which was strongly favoured by all councils at the time of the boundary discussions.
- 3.2. The three unitary divisions of Warminster Broadway, Warminster East and Warminster West are all self contained within Warminster, but Warminster Copheap and Wylve extends beyond the town boundary to include a number of the neighbouring parishes in order to achieve a unitary division electorate within the 3,700 range.
- 3.3. Under the present proposals, all four town wards will be represented by three town councillors, which means the proposed Copheap ward is seriously over-represented at town level. The proposed solution lies in reducing the number of councillors in the Copheap town ward from three to one, and increasing the number in the other wards to four. This would increase the total membership of the Town Council from twelve to thirteen, but bring greater electoral balance in terms of numbers. These changes would be effected by a governance review limited to seating arrangements of Warminster Town council. The Local Government and Public Involvement in Health Act 2007 devolved power from the Electoral Commission to local authorities to undertake such reviews.
- 3.4. A draft wording for the terms of reference for such a review is appended at 'C' for members' consideration. If approved for consultation, members are obliged to consider any responses received before making an order. As the matter refers to arrangements which were made by the BCE within the last five years, the council will also formally have to contact its successor body, the LGBCE.

### **4. Parish ward boundaries**

- 4.1. Unitary boundaries which are newly created under boundary reviews should normally be superimposed along existing parish ward boundaries or parish boundaries. The 2009 Order introduced divisions in Calne Without and Melksham Without which split parish wards without creating new parish wards. Similarly the parish of Roundway contains two unitary divisions, but the review did not establish parish wards or therefore a parish ward boundary to follow.
- 4.2. The Final Recommendations of the 2009 BCE review contain the following advice (but omit all reference to Calne Without, a further error):

4.2.1. *'In our draft recommendations, we proposed the new single-member divisions of Devizes & Roundway South, Melksham Without North, Melksham Without South, and Roundway. These recommendations would result in division boundaries that would no longer reflect parish ward boundaries for Melksham Without and Roundway parish councils. In our draft recommendations report, we **inadvertently failed to make consequential recommendations** with regard to parish electoral arrangements for these parishes. When reviewing electoral arrangements, we are required to ensure that, as far as possible, parish ward boundaries are amended to reflect our proposed division boundaries. In the circumstances, we consider it would be more appropriate for the new Wiltshire unitary authority to consider conducting a community governance review, to ensure compatibility between parish electoral arrangements and division boundaries.'*

4.3. No further action is proposed, as the situation has existed for four years, but this can be addressed in any future review, especially as there will undoubtedly be calls for governance reviews after 2013. The maps submitted with the Order do not show any new parish wards, and can therefore be taken as an inconsequential anomaly at this stage.

4.4. In the case of the parish of Roundway (currently 13 parish seats) the position is complicated in that the mapping with the final recommendations shows a split into Roundway parish ward and Roundway South parish ward. There is no reference to this in the text of the review or the Order, and the split has disappeared from the mapping supplied with the 2009 Order.

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

5.1. There are no significant equality issues arising from these proposals

## **6. Risk Assessment**

6.1. The solution all of these anomalies lies within the powers of the council to resolve and need to be addressed in time for the 2013 town council election process.

## **7. Financial Implications**

7.1. There are no significant financial consequences arising from this review, and the only costs relate to staffing time and advertising which can be accommodated within existing budgets.

## 8. Legal Implications

8.1. The Local Government and Public Involvement in Health Act 2007 devolved power to local authorities to undertake governance reviews. Paragraph 1.12 of Part 3 of the Constitution of the Council reserves this decision to full Council. The Act sets out the procedure to be followed in undertaking a review and the criteria to be taken into account. These are summarised in Appendix B.

## 9. Proposals

- 9.1. That council undertake a governance review at Warminster, Corsham and Calne, with no change proposed to electoral areas, but to consider proposals for the number of seats in each town ward. The council's preferred solution is shown at Appendices C and D.**
- 9.2. That no further action be taken for 2013 in respect of parish wards at Calne Without, Melksham Without and Roundway, but the anomalies be noted for a future review**
- 9.3. That authority be given to consulting on an order to add the prefix "Royal" to the unitary divisions and towns wards at Royal Wootton Bassett.**

**Dr Carlton Brand  
Corporate Director**

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21 June 2012.

### Background Papers

None

### Appendices

<b>A</b>	Schedule of anomalies contained in the County of Wiltshire (Electoral Changes) Order 2009
<b>B</b>	The process for undertaking a governance review
<b>C</b>	Governance review terms of reference for Warminster
<b>D</b>	Governance review terms of reference for Calne and Corsham

**Schedule of anomalies in the County of Wiltshire (Electoral Arrangements) Order 2009, The review was undertaken by the Boundary Commission for England (BCE) which has now been replaced by the Local Government Boundary Commission for England (LGBCE).**

<b>Area</b>	<b>Final recommendations of BCE review</b>	<b>2009 Order</b>	<b>Recommended solution</b>	<b>Method</b>
Calne	<p>Calne Town Council should comprise 19 councillors, as at present, representing four wards:</p> <p>Calne Chilvester &amp; Abberd <b>(4)</b>            Calne North (5)            Calne Central (5)            Calne South (5).</p>	<p>The parish is divided into four wards named respectively</p> <p>Calne Chilvester and Abberd <b>(3)</b>            Calne North (5)            Calne Central (5)            Calne South (5)</p>	<p>The Order was incorrectly made. LGBCE has taken advice and concluded they do not have the legal power to amend an Electoral Commission Order. The only alternative would be for the Council to undertake a limited governance review, which is not an entirely satisfactory remedy, but a practical expedient.</p>	<p>Governance review by the Council – see Appendix D</p>
Corsham	<p>Corsham Town Council should comprise 20 councillors, as at present, representing <b>three</b> wards:</p> <p>Corsham Town (7),            Corsham Pickwick (7),            Corsham Gastard <b>(2)</b>,            Corsham Neston (3)            Corsham Rudloe (1).</p>	<p>The parish shall be divided into <b>five</b> wards which shall be named</p> <p>Corsham Town (7)            Corsham Pickwick (7)            Corsham Gastard <b>(3)</b>              Corsham Rudloe (1)</p>	<p>The Order was incorrectly made. LGBCE has taken advice and concluded they do not have the legal power to amend an Electoral Commission Order. The only alternative would be for the Council to undertake a limited governance review, which is not an entirely satisfactory remedy, but a practical expedient.</p>	<p>Governance review by the Council – see Appendix D</p>

Area	Final recommendations of BCE review	2009 Order	Recommended solution	Method
Warminster	The recommendations have resulted in an electoral imbalance, in that the Copheap town ward is considerably smaller than the other three, but all wards will have three councillors	The Order correctly reflected the Final Recommendations of the review	The part of the Warminster Copheap and Wylie division inside the town boundary would be better represented at town level by a single town ward member, in conjunction with adjustments to the seating arrangements of the other town wards	Governance review by the Council
Calne Without, Melksham Without and Roundway	The Final recommendations identify unitary divisions in these areas, but the BCE review neglected to create parish wards for the boundary line to follow	The Order made no change to the recommendations	To make no change for 2013, but to consider a governance review after 2013, especially as there may be pressures for reviews to be held at Roundway, and it would be confusing to the electorate to constantly make and amend parish ward boundaries, which are next due for election in 2017.	Governance review by the Council if required, but this is not recommended

### The process for undertaking a governance review

Section 79 of the Local Government and Public Involvement in Health Act 2007 Act provides for principal councils to undertake 'community governance reviews' of the whole or part of their area. Section 82 allows the Council to determine the terms of reference for such a review. Section 86 then allows the Council, by Order, to give effect to the recommendations, which can include varying a provision of an order made under s.17 of the LGA 1992. The original order setting up the Warminster town wards was made by an order under s.17.

Sections 87 to 92 provide that the review must make recommendations on various issues. These include, in respect of existing parishes, what changes, if any should be made to the electoral arrangements for the parish, including the number of councillors to be elected for any wards in the parish.

Section 86 provides that we cannot change 'protected electoral arrangements' unless the Boundary Commission agrees. A protected electoral arrangement is defined in s.86(6) and the proposed change for Warminster falls within that definition, as it would seek to change arrangements made by a s.17 LGA 1992 order within the last five years.

As soon as practicable after making any order, the council must inform all of the following that the order has been made:

- the Secretary of State;
- the Electoral Commission;
- the Office of National Statistics;
- the Director General of the Ordnance Survey;
- any other principal council whose area the order relates to.

It is for the principal council to decide how to undertake the review, but it must consult the local government electors for the area under review and any other person or body (including a local authority) which appears to the council to have an interest in the review.

The council must have regard to the need to secure that community governance within the area under review reflects the identities and interests of the community in that area, and is effective and convenient.

In deciding what recommendations to make, the council must take into account any other arrangements (apart from those relating to parishes and their institutions) that have already been made, or that could be made, for the purposes of community representation or community engagement in respect of the area under review.

### Governance review terms of reference for Warminster

Following a boundary review undertaken by the Boundary Commission for England (BCE) in preparation for the new unitary Council of Wiltshire, new unitary divisions were set up with effect from 1 April 2009.

The review also introduced on a number of town and parish wards for 2013, to ensure that town wards were co-terminous with unitary divisions where possible.

The council fully supports the principle of co-terminosity. However, the Warminster Copheap and Wylve division contains a number of parishes outside the Warminster Town Council area. This has resulted in an imbalance at Town Council level, as all four proposed town wards will have three seats from 2013.

The Council has considered this electoral imbalance and is seeking views on the seating arrangements to apply to the Warminster Town Council. It is not proposed to alter the area or boundaries of any of the Warminster Town Council town wards

Any proposed new arrangements will have to be referred to the LGBCE as it falls within the definition of “protected arrangements”, as they relate to an existing parish and are changing arrangements made by an Order under section 17 of the Local Government Act 1992 within the last five years.

As the 2009 BCE town wards have not yet come into effect, electorate figures for the unitary divisions covering Warminster are shown below.

Unitary division	Unitary Electorate (June 2012)	Electorate in Warminster town council area	Town council seats ( in the 2009 Order)
Warminster Broadway	3,696	3,696	3
<b>Warminster Copheap and Wylve</b>	<b>3,766</b>	<b>1,400</b>	<b>3</b>
Warminster East	4,115	4,115	3
Warminster West	3,973	3,973	3
Total	15,550	13,184	12

The council's preferred option would be to increase the number of seats in Warminster Broadway, Warminster East and Warminster West from 3 to 4, and reduce the number of town council seats in Warminster Copheap from 3 to 1, making thirteen seats on the town council in total.

The Council would welcome suggestions on this, and any other arrangement.



**Governance review terms of reference for Calne and Corsham**

Statutory Instrument 2009 No. 531 The County of Wiltshire (Electoral Changes) Order 2009 does not accurately reflect the Final Recommendations of the 2008/09 review undertaken by the Boundary Commission for England

The discrepancies are:

**Calne** (figures in brackets refers to seats)

Final recommendations	County of Wiltshire Order 2009
Calne Town Council should comprise 19 councillors, as at present, representing four wards:	The parish is divided into four wards named respectively
Calne Chilvester & Abberd (4)	Calne Chilvester and Abberd (3)
Calne North (5)	Calne North (5)
Calne Central (5)	Calne Central (5)
Calne South (5).	Calne South (5)

**Corsham** (figures in brackets refers to seats)

Final recommendations	County of Wiltshire Order 2009
Corsham Town Council should comprise 20 councillors, as at present, representing three wards:	The parish shall be divided into five wards which shall be named
Corsham Town (7),	Corsham Town (7)
Corsham Pickwick (7),	Corsham Pickwick (7)
Corsham Gastard (2),	Corsham Gastard (3)
Corsham Neston (3)	
Corsham Rudloe (1).	Corsham Rudloe (1)

The Council is undertaking a governance review of the seating arrangements of the town councils of Calne and Corsham. No town ward boundaries will be altered, as the review is confined only to the number of town council seats.

The Council's preferred option would be to adopt the seating arrangements recommended by the BCE's Final Recommendations, as set out below, but the Council would welcome suggestions on these, and any other arrangements.

Calne Town Council - 19 councillors, representing four wards: Calne Chilvester & Abberd (4) Calne North (5), Calne Central (5) and Calne South (5).

Corsham Town Council – 20 councillors representing five wards: Corsham Town (7), Corsham Pickwick (7), Corsham Gastard (2), Corsham Neston (3) and Corsham Rudloe (1).

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**Wiltshire Council**

**Council**

**10 July 2012**

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## **Review of Polling Districts**

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

- 1.1. Section 16 of the Electoral Administration Act 2006 introduced the requirement for councils to review polling districts and polling places within their Parliamentary constituencies, and to review them again at least every four years.
- 1.2. The Council appointed a Working Party to oversee this process, and report to council, as this is a matter reserved to full Council. The Council is required to agree a scheme of polling districts and polling places.

### **2. Background**

- 2.1. 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).
- 2.2. A polling place is a geographical area in which a polling station is located. In some councils, polling places are the same as the polling district to allow a greater degree of flexibility in deciding where a polling station should be, particularly in the event of last minute cancellations / unavailability. In other councils, the polling place is tightly set to the confines of the polling station, which can be counter-productive.
- 2.3. 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.
- 2.4. The Council determines the polling districts and polling places. The Returning Officer decides on the polling stations. In practice the two responsibilities are very closely linked.

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

3.1. Following extensive consultation (see Appendix A), it would appear there are very few changes needed to the existing polling districts and places. Where possible, the (Acting) Returning Officer has indicated that the same polling stations will be used from previous years.

3.2. The review has reflected a number of known factors, e.g.

- a. The co-terminosity of unitary division and many town wards from 2013, leading to a rationalisation of some of the smaller polling districts
- b. Direct elections to the New Forest national park in part of the county in 2013, which requires new polling districts to be identified
- c. Reasonable facilities for electors in all areas
- d. Access issues for people with disabilities, i.e. DDA compliance
- e. Where possible, the polling place for a polling district should be within the polling district. Where this is not possible, then the nearest practicable polling place will be used instead.
- f. Comments received from the (Acting) Returning Officer
- g. The geographic location of polling stations
- h. Health, safety and welfare issues for polling staff working a 15 hour day
- i. Car parking
- j. Minimising the use of schools where possible
- k. Minimising the use of temporary buildings where possible
- l. Using the same stations and polling areas for all classes of elections where possible to promote continuity and consistency
- m. The Electoral Commission's direction that polling stations should not serve more than 2,500 electors

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

4.1. One of the main purposes of undertaking a review is arrive at a fair and equitable system of polling stations, taking into account a whole range of factors such as access issues, station location, and elector location.

### **5. Risk Assessment**

5.1. Individual stations are assessed for risks at every election, but this is the first real opportunity to examine the location and robustness of the overall polling station stock of the new Council. Electoral risks are reduced by minimising the number of stations serving multiple electoral areas.

## **6. Financial Implications**

6.1. There are no financial consequences arising from this review.

## **7. Legal Implications**

7.1. The Council is required to undertake a review of its Parliamentary polling districts and polling places at least every four years.

## **8. Conclusions and recommendations**

8.1. The formal review of all 400+ polling districts and 380+ polling stations has only identified a few areas where improvements can be made. A spreadsheet is attached at "B" showing the working party's proposals for polling districts, polling places and, for completeness, polling stations based on comments received. There are two significant gaps at the moment, to replace the polling station at the Bradley Road offices, and also the polling station at Morrisons, Chippenham, where the council's large mobile unit is no longer available.

8.2. The working party also looked at polling districts and stations where fewer than 150 electors are registered, but considers that this should be further examined after 2013 in association with the community affected

8.3. There may need to be some minor re-wording in connection with the amalgamation of the smaller registers, but the working party considers the proposals contained in Appendix B, to represent a sound scheme to take effect from the May 2013 elections, based on existing arrangements and comments received in response to the consultations.

## **9. Proposals**

**The Working Party recommends**

**9.1. the adoption of the scheme of polling districts, polling places and polling stations contained in Appendix B, to take effect from the May 2013 elections, with authority delegated to the (Acting) Returning Officer to make any urgent and necessary changes should they be needed and**

**9.2. that polling districts and stations with fewer than 150 electors be further examined after 2013 in association with the community affected**

**Dr Carlton Brand  
Corporate Director**

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15 June 2012.

### **Background Papers**

None

### **Appendices**

Appendix A - List of consultees

Appendix B – List of recommended polling districts, polling places and polling stations

## Appendix A - List of consultees

- The (Acting) Returning Officer, Wiltshire Council covering five constituencies:
    - Devizes,
    - Chippenham,
    - North Wiltshire,
    - Salisbury,
    - South West Wiltshire
  - All Members of Parliament for the above constituencies:
    - Chippenham – Duncan Hames MP
    - Devizes – Claire Perry MP
    - North Wiltshire – James Gray MP
    - Salisbury – John Glen MP
    - South West Wiltshire – Andrew Murrison MP
  - Members of European Parliament
    - Giles Chichester MEP
    - Trevor Colman MEP
    - William (The Earl of) Dartmouth MEP
    - Ashley Fox MEP
    - Julie Girling MEP
    - Graham Watson MEP
  - All Wiltshire Council Unitary Councillors
  - Political Parties with a local interest
    - British National Party
    - Conservative Party
    - Devizes Guardians
    - English Democrat Party
    - Green Party
    - Labour Party
    - Liberal Democrat Party
    - United Kingdom Independence Party
  - All Parish/Town Councils in Wiltshire
  - Community Area Boards
  - Age UK
  - RNID South West
  - Wiltshire Association for the Blind
  - Scope
- Residents of Wiltshire (via public notice of review and website consultation portal)

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Revised Schedule of Polling Districts, Polling Places and Polling Stations - Appendix E								
Polling District	Polling District Name	Electorate as 1 December 2011	Polling Place	Polling Districts assigned to polling station	Polling Station	Unitary Division	Parliamentary Constituency	Comments
SA1	Aldboune	1,438	Aldboune	SA1	Methodist Church, Lottage Road, Aldboune, Wiltshire	Aldboune and Ramsbury	Devizes	No change to existing arrangements
SE1	Baydon	513	Baydon	SE1	Baydon Young Peoples Hall, Baydon, Marlborough, Wiltshire	Aldboune and Ramsbury	Devizes	No change to existing arrangements
TA1	Chilton Foliat	310	Chilton Foliat	TA1	Chilton Foliat Village Hall, Chilton Foliat, Hungerford, Berkshire	Aldboune and Ramsbury	Devizes	No change to existing arrangements
VH1	Froxfield	312	Froxfield	VH1	Froxfield Memorial Hall, Froxfield, Marlborough, Wiltshire	Aldboune and Ramsbury	Devizes	No change to existing arrangements
XJ1	Ramsbury (Ramsbury Ward)	1,467	Ramsbury	XJ1,XK1	Street, Ramsbury, Marlborough, Wiltshire	Aldboune and Ramsbury	Devizes	No change to existing arrangements
XK1	Ramsbury (Axford Ward)	102	Ramsbury	XJ1,XK1	Ramsbury Memorial Hall, High Street, Ramsbury, Marlborough, Wiltshire	Aldboune and Ramsbury	Devizes	No change to existing arrangements
AA	Alderbury (Part 1)	714	Alderbury	AA,AB,DT	Alderbury Village Hall, Rectory Road, Alderbury, Salisbury, Wilts	Alderbury and Whiteparish	Salisbury	No change to existing arrangements
AB	Alderbury (Part 2)	1074	Alderbury	AA,AB,DT	Alderbury Village Hall, Rectory Road, Alderbury, Salisbury, Wilts	Alderbury and Whiteparish	Salisbury	No change to existing arrangements
BB1	Grimstead (East Grimstead Ward)	153	Grimstead	BB1	Reading Room, East Grimstead, Salisbury, Wiltshire	Alderbury and Whiteparish	Salisbury	No change to existing arrangements
BB2	Grimstead (West Grimstead Ward)	297	Grimstead	BB2	West Grimstead Village Hall, Church Street, West Grimstead, Salisbury, Wilts	Alderbury and Whiteparish	Salisbury	No change to existing arrangements
DG	Whiteparish	1,201	Whiteparish	DG	Whiteparish Village Hall, Whiteparish, Salisbury, Wilts	Alderbury and Whiteparish	Salisbury	Split polling district into 2 polling districts to reflect properties within the New Forest area and not within New Forest area.
AE	Amesbury (East Ward) (Part 1)	4,003	Amesbury	AE	Amesbury Baptist Centre, Porton Road, (Nr Roundabout/mini, Stonehenge), Amesbury, Wilts	Amesbury East	Salisbury	Split polling district into 2 polling districts. Given numbers, another polling station to be identified.
BR	Amesbury (East Ward) (Part 2)	2,052	Amesbury	BR	Amesbury C E Primary School, Kitchener Road, Amesbury, Salisbury, Wilts	Amesbury West	Salisbury	No change to existing arrangements
AD	Amesbury (West Ward)	1,625	Amesbury	AD	Antrobus House, 39 Salisbury Road, Amesbury, Salisbury, Wilts	Amesbury West	Salisbury	No change to existing arrangements
BC	Idmiston (Part 1)	612	Idmiston	BC	Gomeldon Primary School, Gomeldon, Salisbury, Wilts	Bourne and Woodford Valley	Salisbury	No change to existing arrangements
BD	Idmiston (Part 2)	265	Idmiston	BD,BE	Memorial Hall, Porton, Salisbury, Wilts	Bourne and Woodford Valley	Salisbury	No change to existing arrangements
BE	Idmiston (Part 2)	813	Idmiston	BD,BE	Memorial Hall, Porton, Salisbury, Wilts	Bourne and Woodford Valley	Salisbury	No change to existing arrangements
DH	Wilsford Cum Lake	81	Wilsford Cum Lake	DH, AU	Lake Estate Club, Wilsford Cum Lake, Amesbury, Salisbury, Wilts	Bourne and Woodford Valley	Salisbury	No change to existing arrangements
AU	Durnford	302	Wilsford Cum Lake	DH, AU	Lake Estate Club, Wilsford Cum Lake, Amesbury, Salisbury, Wilts	Bourne and Woodford Valley	Salisbury	Change of polling station and polling place (previously allocated to caravan at Littledown View)

Polling District	Polling District Name	Electorate as 1 December 2011	Polling Place	Polling Districts assigned to polling station	Polling Station	Unitary Division	Parliamentary Constituency	Comments
DJ	Winterbourne	962	Winterbourne	DJ	Glebe Hall, Vicarage Drive, Winterbourne Earls, Salisbury, Wilts	Bourne and Woodford Valley	Salisbury	No change to existing arrangements
DN	Woodford	372	Woodford	DN	Middle Woodford Village Hall, Middle Woodford, Salisbury, Wilts	Bourne and Woodford Valley	Salisbury	No change to existing arrangements
MC1	Box (Part 1)	1,501	Box	MC1	Selwyn Hall, Valens Terrace, Box, Corsham, Wilts	Box and Colerne	North Wiltshire	No change to existing arrangements
ME1	Box (Part 3)	299	Box	ME1	Committee Room, Kingsdown Golf Club, Corsham, Wilts	Box and Colerne	North Wiltshire	No change to existing arrangements
NL1	Colerne	1,939	Colerne	NL1	Colerne Village Hall, Martins Croft, Colerne, Wilts	Box and Colerne	North Wiltshire	No change to existing arrangements
EG2	Bradford on Avon (North Ward) (Part 2)	920	Bradford-on-Avon	EG2	Bearfield Church, Huntingdon Street, Bradford On Avon, Wiltshire	Bradford-on-Avon North	Chippenham	No change to existing arrangements
EH2	Bradford on Avon (North Ward) (Part 5)	619	Bradford-on-Avon	EH2,EH4	Lambert Community Centre, Mount Pleasant, Bradford On Avon, Wiltshire	Bradford-on-Avon North	Chippenham	No change to existing arrangements
EH4	Bradford on Avon (North Ward) (Part 7)	241	Bradford-on-Avon	EH2,EH4	Lambert Community Centre, Mount Pleasant, Bradford On Avon, Wiltshire	Bradford-on-Avon North	Chippenham	No change to existing arrangements
EH1	Bradford on Avon (North Ward) (Part 4)	1,053	Bradford-on-Avon	EH1	Mount Pleasant Centre, Mount Pleasant, Bradford On Avon, Wiltshire	Bradford-on-Avon North	Chippenham	No change to existing arrangements
EG1	Bradford on Avon (North Ward) (Part 1)	955	Bradford-on-Avon	EG1	Wiltshire Music Centre, Ashley Road, Bradford On Avon, Wiltshire	Bradford-on-Avon North	Chippenham	No change to existing arrangements
EJ4	Bradford on Avon (South Ward) (Part 4)	1,312	Bradford-on-Avon	EJ4	Beef and Barge, Trowbridge Road, Bradford on Avon	Bradford-on-Avon South	Chippenham	Change of polling station (previously allocated to Bradford on Avon Sports and Social Club)
EG3	Bradford on Avon (North Ward) (Part 3)	60	Bradford-on-Avon	EG3,EH3,EJ2	St Margarets Hall, St Margaret's Street, Bradford On Avon, Wiltshire	Bradford-on-Avon South	Chippenham	Merge with polling district EH3. No change to polling station.
EH3	Bradford on Avon (North Ward) (Part 6)	659	Bradford-on-Avon	EG3,EH3,EJ2	St Margarets Hall, St Margaret's Street, Bradford On Avon, Wiltshire	Bradford-on-Avon South	Chippenham	No change to existing arrangements
EJ2	Bradford on Avon (South Ward) (Part 2)	310	Bradford-on-Avon	EG3,EH3,EJ2	St Margarets Hall, St Margaret's Street, Bradford On Avon, Wiltshire	Bradford-on-Avon South	Chippenham	Merge polling district with EH3. Change of polling station (previously allocated to Victory Fields Pavilion)
EJ3	Bradford on Avon (South Ward) (Part 3)	597	Bradford-on-Avon	EJ3, EJ1	Bradford on Avon Youth Development Centre, Frome Road, Bradford On Avon, Wiltshire	Bradford-on-Avon South	Chippenham	Change of polling station (previously allocated to Victory Fields Pavilion)
EJ1	Bradford on Avon (South Ward) (Part 1)	937	Bradford-on-Avon	EJ3, EJ1	Bradford on Avon Youth Development Centre, Frome Road, Bradford On Avon, Wiltshire	Bradford-on-Avon South	Chippenham	Change of polling station (previously allocated to Bradford on Avon Sports and Social Club)
MI1	Brinkworth	1,042	Brinkworth	MI1	Brinkworth Village Hall, The Street, Brinkworth, Chippenham, Wilts	Brinkworth	North Wiltshire	No change to existing arrangements

Polling District	Polling District Name	Electorate as 1 December 2011	Polling Place	Polling Districts assigned to polling station	Polling Station	Unitary Division	Parliamentary Constituency	Comments
MX1	Charlton	374	Charlton	MX1	Recreation Centre, Charlton, Malmesbury, Wilts	Brinkworth	North Wiltshire	No change to existing arrangements
NV1	Dauntsey	482	Dauntsey	NV1	Brinkworth Earl Danby's Primary School, The Green, Dauntsey, Chippenham, Wilts	Brinkworth	North Wiltshire	No change to existing arrangements
NX1	Great Somerford	639	Great Somerford	NX1	Community Room, Walter Powell School, Great Somerford	Brinkworth	North Wiltshire	No change to existing arrangements
OA1	Hankerton	244	Hankerton	OA1	Hankerton Church, North Aisle Community Area, Church Lane, Hankerton	Brinkworth	North Wiltshire	No change to existing arrangements
OL1	Lea & Cleverton (Lea Ward)	509	Lea	OL1,OL2	Lea & Garsdon Village Hall, Lea, Malmesbury, Wilts	Brinkworth	North Wiltshire	No change to existing arrangements
OL2	(Garsdon & Cleverton Ward)	151	Lea	OL1,OL2	Lea & Garsdon Village Hall, Lea, Malmesbury, Wilts	Brinkworth	North Wiltshire	No change to existing arrangements
ON1	Little Somerford	308	Little Somerford	ON1	Little Somerford Village Hall, Little Somerford, Chippenham, Wilts	Brinkworth	North Wiltshire	No change to existing arrangements
SK1	Bromham	1,565	Bromham	SK1	Bromham Social Centre, New Road, Bromham, Chippenham, Wiltshire	Bromham, Rowde and Potterne	Devizes	No change to existing arrangements
XG1	Potterne	1,279	Potterne	XG1	Potterne Village Hall, Potterne, Devizes, Wiltshire	Bromham, Rowde and Potterne	Devizes	No change to existing arrangements
XM1	Rowde	1,083	Rowde	XM1	Rowde Village Hall, Cock Road, Rowde, Devizes, Wiltshire	Bromham, Rowde and Potterne	Devizes	No change to existing arrangements
AC	Allington	386	Allington	AC	Boscombe & District Social Club, Tidworth Road, Boscombe Village, Allington	Bulford, Allington and Figheldean	Salisbury	No change to existing arrangements
AL	Bulford (Part 1)	987	Bulford	AL,AM	Bulford Village Hall, Watergate Lane, Bulford, Salisbury, Wiltshire	Bulford, Allington and Figheldean	Devizes	No change to existing arrangements
AM	Bulford (Part 2)	1,013	Bulford	AL,AM	Bulford Village Hall, Watergate Lane, Bulford, Salisbury, Wiltshire	Bulford, Allington and Figheldean	Devizes	No change to existing arrangements
AO	Cholderton	161	Cholderton	AO	Cholderton Village Hall, Cholderton, Salisbury, Wilts	Bulford, Allington and Figheldean	Salisbury	No change to existing arrangements
AY	Figheldean	490	Figheldean	AY	Figheldean Village Hall, Figheldean, Salisbury, Wilts	Bulford, Allington and Figheldean	Devizes	No change to existing arrangements
BH	Milston	112	Milston	BH	Brigmerston Village Hall, Brigmerston, Salisbury, Wilts	Bulford, Allington and Figheldean	Devizes	No change to existing arrangements
BJ	Newton Tony	318	Newton Tony	BJ	Memorial Hall, Newton Tony, Salisbury, Wilts	Bulford, Allington and Figheldean	Salisbury	No change to existing arrangements
SL1	Burbage	1,425	Burbage	SL1	All Saints Church Hall, Church Centre, Eastcourt, Burbage, Wiltshire	Burbage and The Bedwys	Devizes	No change to existing arrangements
VI1	Grafton (South Ward)	402	Grafton	VI1,VI2	East Grafton Coronation Hall, East Grafton	Burbage and The Bedwys	Devizes	No change to existing arrangements
VI2	Grafton (North Ward)	128	Grafton	VI1,VI2	East Grafton Coronation Hall, East Grafton	Burbage and The Bedwys	Devizes	No change to existing arrangements
VJ1	Great Bedwyn	1,065	Great Bedwyn	VJ1,WH1	The Royal British Legion Club, 23 High Street, Great Bedwyn	Burbage and The Bedwys	Devizes	No change to existing arrangements

<b>Polling District</b>	<b>Polling District Name</b>	<b>Electorate as 1 December 2011</b>	<b>Polling Place</b>	<b>Polling Districts assigned to polling station</b>	<b>Polling Station</b>	<b>Unitary Division</b>	<b>Parliamentary Constituency</b>	<b>Comments</b>
WH1	Little Bedwyn	144	Great Bedwyn	VJ1,WH1	The Royal British Legion Club, 23 High Street, Great Bedwyn	<b>Burbage and The Bedwyns</b>	Devizes	No change to existing arrangements

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WA1	Ham	144	Ham	WA1,WA2	Ham Village Hall, Ham, Marlborough, Wiltshire	Burbage and The Bedwyns	Devizes	No change to existing arrangements
WA2	Buttermere	46	Ham	WA1,WA2	Ham Village Hall, Ham, Marlborough, Wiltshire	Burbage and The Bedwyns	Devizes	No change to existing arrangements
YC1	Shalbourne (Part) - (Oxenwood)	37	Shalbourne	YC1,YD1	Shalbourne Village Hall, Shalbourne, Wiltshire	Burbage and The Bedwyns	Devizes	No change to existing arrangements
YD1	Shalbourne (Part) - (Shalbourne)	432	Shalbourne	YC1,YD1	Shalbourne Village Hall, Shalbourne, Wiltshire	Burbage and The Bedwyns	Devizes	No change to existing arrangements
MB1	Biddestone	403	Biddestone	MB1	Biddestone Village Hall, Yatton Road, Biddestone, Chippenham, Wilts	By Brook	North Wiltshire	No change to existing arrangements
MW1	Castle Combe	279	Castle Combe	MW1	Castle Combe Village Hall, Estate Yard, Castle Combe, Chippenham, Wilts	By Brook	North Wiltshire	No change to existing arrangements
NY1	Grittleton	399	Grittleton	NY1	Grittleton Village Hall, Grittleton, Chippenham, Wilts	By Brook	North Wiltshire	No change to existing arrangements
OD1	Hullavington	872	Hullavington	OD1	Hullavington Village Hall, Hill Hayes Lane, Hullavington, Chippenham, Wilts	By Brook	North Wiltshire	No change to existing arrangements
OY1	Nettleton	562	Nettleton	OY1	Room at the Post Office, The Green, Nettleton, Chippenham	By Brook	North Wiltshire	No change to existing arrangements
PA1	North Wraxall	299	North Wraxall	PA1	Tiley Towers, North Wraxall, Chippenham, Wiltshire	By Brook	North Wiltshire	No change to existing arrangements
PW1	Yatton Keynell	644	Yatton Keynell	PW1	The Barn Function Room, The Bell Inn, The Street, Yatton Keynell	By Brook	North Wiltshire	No change to existing arrangements

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ML2	Calne (Abberd Ward) (Part 2)	253	Calne	ML2,MO1	Calne Corn Exchange, Town Hall, The Strand, Calne, Wiltshire	Calne Central	North Wiltshire	Merge polling district with MO1. No change to polling station
MO1	Calne (Marden Ward) (Part 1)	1,179	Calne	ML2,MO1	Calne Corn Exchange, Town Hall, The Strand, Calne, Wiltshire	Calne Central	North Wiltshire	No change to existing arrangements
MP1	Calne (Priestley Ward)	1,817	Calne	MP1	Coleman's Farm Learning, And Community Centre, Association, 15 & 16 Angell Close, Calne, Wilts	Calne Central	North Wiltshire	No change to existing arrangements
ML1	Calne (Abberd Ward) (Part 1)	1,676	Calne	ML1,MN3, MN4	Army Cadet Hut, Bryans Close Road, Calne, Wilts	Calne Chilvester and Abberd	North Wiltshire	No change to existing arrangements
MN3	Calne (Lickhill Ward) (Part 3)	45	Calne	ML1,MN3, MN4	Army Cadet Hut, Bryans Close Road, Calne, Wilts	Calne Chilvester and Abberd	North Wiltshire	Merge polling district with ML1. No change to polling station.
MN4	Calne (Lickhill Ward) (Part 4)	69	Calne	ML1,MN3, MN4	Army Cadet Hut, Bryans Close Road, Calne, Wilts	Calne Chilvester and Abberd	North Wiltshire	Merge polling district with ML1. No change to polling station.
MM1	Calne (Chilvester Ward) (Part 1)	976	Calne	MM1,MS2	Fynamore Primary School, School Road, Calne, Wilts	Calne Chilvester and Abberd	North Wiltshire	No change to existing arrangements
MS2	Calne Without Parish Ward (Calne Without)	613	Calne	MM1,MS2	Fynamore Primary School, School Road, Calne, Wilts	Calne Chilvester and Abberd	North Wiltshire	No change to existing arrangements
ML3	Calne (Abberd Ward) (Part 3)	13	Calne	ML3,MM2, MN1,MN2,	North Star Club, Bremhill View, Calne	Calne North	North Wiltshire	Merge polling district with MN1. No change to polling station.
MM2	Calne (Chilvester Ward) (Part 2)	222	Calne	ML3,MM2, MN1,MN2,	North Star Club, Bremhill View, Calne	Calne North	North Wiltshire	Merge polling district with MN1. No change to polling station.
MN1	Calne (Lickhill Ward) (Part 1)	2,912	Calne	ML3,MM2, MN1,MN2,	North Star Club, Bremhill View, Calne	Calne North	North Wiltshire	Split polling district into 2 polling districts. No change to polling station.
MN2	Calne (Lickhill Ward) (Part 2)	218	Calne	ML3,MM2, MN1,MN2,	North Star Club, Bremhill View, Calne	Calne North	North Wiltshire	Merge polling district with MN1. No change to polling station.
MF1	Bremhill (Bremhill Ward)	343	Bremhill	MF1	Bremhill Village Hall, Bremhill, Calne, Wiltshire	Calne Rural	North Wiltshire	No change to existing arrangements
MG1	Bremhill (East Tytherton Ward)	152	Bremhill	MG1,NA1	East Tytherton Village Hall, The Green, East Tytherton, Chippenham, Wilts	Calne Rural	North Wiltshire	No change to existing arrangements
NA1	Bremhill (Tytherton Lucas Ward)	96	Bremhill	MG1,NA1	East Tytherton Village Hall, The Green, East Tytherton, Chippenham, Wilts	Calne Rural	North Wiltshire	No change to existing arrangements
MH1	Bremhill (Foxham Ward)	196	Bremhill	MH1	Reading Room Cottage, Foxham, Chippenham, Wilts	Calne Rural	North Wiltshire	No change to existing arrangements
MT1	Calne Without (Middle Ward) (Part 2)	81	Heddington	MT1,OB1	Charles Willis Hall, Church Road, Heddington, Calne, Wilts	Calne Rural	North Wiltshire	No change to existing arrangements
OB1	Heddington	374	Heddington	MT1,OB1	Charles Willis Hall, Church Road, Heddington, Calne, Wilts	Calne Rural	North Wiltshire	No change to existing arrangements
MS1	Calne Without (Middle Ward) (Part 1)	176	Calne Without	MS1,MS3, MU1,MV1, NB1	Lansdowne Hall, Petty Lane, Derry Hill, Calne, Wiltshire	Calne Rural	North Wiltshire	No change to existing arrangements

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MS3	Calne Without Parish Ward (Calne Without)	13	Calne Without	MS1,MS3, MU1,MV1, NB2	Lansdowne Hall, Petty Lane, Derry Hill, Calne, Wiltshire	Calne Rural	North Wiltshire	Merge polling district with MS1. No change to polling station.
MU1	Calne Without (West Ward)	1,053	Calne Without	MS1,MS3, MU1,MV1, NB3	Lansdowne Hall, Petty Lane, Derry Hill, Calne, Wiltshire	Calne Rural	North Wiltshire	No change to existing arrangements
MV1	Calne Without (Sandy Lane Ward)	52	Calne Without	MS1,MS3, MU1,MV1, NB4	Lansdowne Hall, Petty Lane, Derry Hill, Calne, Wiltshire	Calne Rural	North Wiltshire	No change to existing arrangements
NB1	Calne Without (Pewsham Ward)	164	Calne Without	MS1,MS3, MU1,MV1, NB5	Lansdowne Hall, Petty Lane, Derry Hill, Calne, Wiltshire	Calne Rural	North Wiltshire	No change to existing arrangements
NM1	Compton Bassett	187	Compton Bassett	NM1	Benson Hall, Compton Bassett, Calne, Wilts	Calne Rural	North Wiltshire	No change to existing arrangements
OC1	Hilmarton	615	Hilmarton	OC1	Hilmarton Chapel, Church Lane, Hilmarton, Calne, Wilts	Calne Rural	North Wiltshire	No change to existing arrangements
MO2	Calne (Marden Ward) (Part 2)	684	Calne	MO2, MP2	Holy Trinity C of E School, Quemerford, Calne	Calne South and Cherhill	North Wiltshire	No change to existing arrangements
MP2	Calne (Quemerford Ward)	1,863	Calne	MO2, MP2	Holy Trinity C of E School, Quemerford, Calne	Calne South and Cherhill	North Wiltshire	No change to existing arrangements
MQ1	Calne Without (East Ward)	582	Cherhill	MQ1,MY1	Cherhill Village Hall, The Street, Cherhill, Calne, Wilts	Calne South and Cherhill	North Wiltshire	No change to existing arrangements
MY1	Cherhill (Cherhill Ward)	480	Cherhill	MQ1,MY1	Cherhill Village Hall, The Street, Cherhill, Calne, Wilts	Calne South and Cherhill	North Wiltshire	No change to existing arrangements
MZ1	Cherhill (Yatesbury Ward)	125	Cherhill	MZ1	John Stewart Hall, Yatesbury, Calne, Wilts	Calne South and Cherhill	North Wiltshire	No change to existing arrangements
NI1	Chippenham Without(Cepen Park South Ward) (Part 1)	943	Chippenham	NI1	3rd Chippenham Scouts Hut, Derriads Lane, Chippenham, Wilts	Chippenham Cepen Park and Derriads	Chippenham	No change to existing arrangements
NI2	Chippenham Without(Cepen Park South Ward) (Part 2)	1,250	Chippenham	NI2	Function Room, The Pheasant, Access Via Car Park On, Hungerdown Lane, Chippenham	Chippenham Cepen Park and Derriads	Chippenham	No change to existing arrangements
QD1	Chippenham (Allington Ward) (Part 1)	1,260	Chippenham	QD1	St Peters Church Hall, Lords Mead, Chippenham, Wiltshire	Chippenham Cepen Park and Derriads	Chippenham	No change to existing arrangements
NI4	Chippenham Without (Cepen Park Central Ward)	943	Chippenham	NI4,OI1	Mobile Units, Morrisons Superstore, Malmesbury Road, Cepen Park North, Chippenham, Wilts	Chippenham Cepen Park and Redlands	Chippenham	Alternative polling station to be found.
OI1	Langley Burrell (Cepen Park North Ward)	1,273	Chippenham	NI4,OI1	Mobile Units, Morrisons Superstore, Malmesbury Road, Cepen Park North, Chippenham, Wilts	Chippenham Cepen Park and Redlands	Chippenham	Alternative polling station to be found.
QF3	Chippenham (Redland Ward) (Part 3)	764	Chippenham	QF3,QF4	Redlands School, Brook Street, Chippenham, Wiltshire	Chippenham Cepen Park and Redlands	Chippenham	No change to existing arrangements
QF4	Chippenham (Redland Ward) (Part 4)	893	Chippenham	QF3,QF4	Redlands School, Brook Street, Chippenham, Wiltshire	Chippenham Cepen Park and Redlands	Chippenham	No change to existing arrangements
QC1	Chippenham (Park Ward)	2,175	Chippenham	QC1,QH5	Bowls Pavilion, John Coles Park, Ricardo Road, Chippenham, Wilts	Chippenham Hardenhuish	Chippenham	No change to existing arrangements
QH5	Chippenham (Avon Ward) (Part 6)	29	Chippenham	QC1,QH5	Bowls Pavilion, John Coles Park, Ricardo Road, Chippenham, Wilts	Chippenham Hardenhuish	Chippenham	Merge polling district with QC1. Change of polling station (previous allocated to St Pauls Church Hall)



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QI1	Chippenham (Hill Rise Ward) (Part 1)	1,292	Chippenham	QI1	St Paul's Church Hall, Malmesbury Road, Chippenham, Wilts	Chippenham Hardenhuish	Chippenham	No change to existing arrangements
QJ1	Chippenham (London Road Ward) (Part 1)	1,161	Chippenham	QJ1,QJ4	Englands Social Centre, Off Wood Lane, Chippenham, Wilts	Chippenham Hardens and England	Chippenham	No change to existing arrangements
QJ4	Chippenham (Pewsham Ward) (Part 2)	859	Chippenham	QJ1,QJ4	Englands Social Centre, Off Wood Lane, Chippenham, Wilts	Chippenham Hardens and England	Chippenham	No change to existing arrangements
QH2	Chippenham (Avon Ward) (Part 3)	1,477	Chippenham	QH2,QH3, QH4,QJ2	The Neeld Hall (Main Hall), Town Hall, High Street, Chippenham, Wilts	Chippenham Lowden and Rowden	Chippenham	No change to existing arrangements
QH3	Chippenham (Avon Ward) (Part 4)	257	Chippenham	QH2,QH3, QH4,QJ2	The Neeld Hall (Main Hall), Town Hall, High Street, Chippenham, Wilts	Chippenham Hardens and England	Chippenham	Merge with polling district QJ2. No change to polling station.
QH4	Chippenham (Avon Ward) (Part 5)	355	Chippenham	QH2,QH3, QH4,QJ2	The Neeld Hall (Main Hall), Town Hall, High Street, Chippenham, Wilts	Chippenham Hardens and England	Chippenham	Merge with polling district QJ2. No change to polling station.
QJ2	Chippenham (London Road Ward) (Part 2)	625	Chippenham	QH2,QH3, QH4,QJ2	The Neeld Hall (Main Hall), Town Hall, High Street, Chippenham, Wilts	Chippenham Hardens and England	Chippenham	No change to existing arrangements
QA1	Chippenham (Avon Ward) (Part 1)	1,364	Chippenham	QA1,QE2,QF2	Scout Hut, Audley Road, Chippenham, Wilts	Chippenham Lowden and Rowden	Chippenham	No change to existing arrangements
QE2	Chippenham (Westcroft/Queens Ward) (Part 2)	22	Chippenham	QA1,QE2,QF2	Scout Hut, Audley Road, Chippenham, Wilts	Chippenham Lowden and Rowden	Chippenham	Merge polling district with QA1. No change to polling station.
QF2	Chippenham (Redland Ward) (Part 2)	1,150	Chippenham	QA1,QE2,QF2	Scout Hut, Audley Road, Chippenham, Wilts	Chippenham Lowden and Rowden	Chippenham	No change to existing arrangements
QI2	Chippenham (Hill Rise Ward) (Part 2)	643	Chippenham	QI2	St Paul's Church Hall, Malmesbury Road, Chippenham, Wilts	Chippenham Monkton	Chippenham	No change to existing arrangements
QH1	Chippenham (Avon Ward) (Part 2)	349	Chippenham	QH1,QK1	Wiltshire and Swindon History Centre, Cocklebury Road, Chippenham, Wilts	Chippenham Monkton	Chippenham	No change to existing arrangements
QK1	Chippenham (Monkton Park Ward)	2,071	Chippenham	QH1,QK1	Wiltshire and Swindon History Centre, Cocklebury Road, Chippenham, Wilts	Chippenham Monkton	Chippenham	No change to existing arrangements
QJ3	Chippenham (Pewsham Ward) (Part 1)	3,487	Chippenham	QJ3	Pewsham Community Centre, Lodge Road, Chippenham, Wiltshire	Chippenham Pewsham	Chippenham	Split polling district into 2 polling districts. No change to polling station.
QD2	Chippenham (Allington Ward) (Part 2)	322	Chippenham	QD2,QE1	Kingsley Road Community Hall, Kingsley Road, Chippenham, Wilts	Chippenham Queens and Sheldon	Chippenham	Merge with polling district QE1. No change to polling station.
QE1	Chippenham (Westcroft/Queens Ward) (Part 1)	1,891	Chippenham	QD2,QE1	Kingsley Road Community Hall, Kingsley Road, Chippenham, Wilts	Chippenham Queens and Sheldon	Chippenham	No change to existing arrangements
QF1	Chippenham (Redland Ward) (Part 1)	1,150	Chippenham	QF1	Lady Evangelical Church, Hungerdown Lane, Chippenham	Chippenham Queens and Sheldon	Chippenham	No change to existing arrangements
NN2	Corsham (Corsham Ward) (Part 2)	1,620	Corsham	NN2,NP2	Community Centre, Beechfield Road, Corsham, Wilts	Corsham Pickwick	Chippenham	No change to existing arrangements
NP2	Corsham (Pickwick Parish Ward) (Part 2)	29	Corsham	NN2,NP2	Community Centre, Beechfield Road, Corsham, Wilts	Corsham Pickwick	Chippenham	Merge polling district with NN2. No change to polling station.



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NQ2	Corsham (Rudloe Parish Ward) (Part 2)	431	Corsham	NQ2,NQ4	Hare and Hounds Pub, 48 Pickwick Corsham	Corsham Pickwick	Chippenham	No change to existing arrangements
NQ4	Corsham (Rudloe Parish Ward) (Part 4)	110	Corsham	NQ2,NQ4	Hare and Hounds Pub, 48 Pickwick Corsham	Corsham Pickwick	North Wiltshire	No change to existing arrangements
NN3	Corsham (Corsham Ward) (Part 3)	3	Corsham	NN3, NP1(part)	Community Centre, Beechfield Road, Corsham, Wilts	Corsham Pickwick	Chippenham	Merge with polling district NP1 then split NP1 into 2 polling districts
NP1 (part 1)	Corsham (Pickwick Parish Ward) (Part 1)	3,727	Corsham	NN3, NP1(part 1)	Community Centre, Beechfield Road, Corsham, Wilts	Corsham Pickwick	Chippenham	Split polling district into 2 polling districts. Change of polling station.
NP1 (part 2)	Corsham (Pickwick Parish Ward) (Part 1)	3,727	Corsham	NP1 (part 2)	Scout and Guide Centre, The Lagger, Corsham, Wilts	Corsham Pickwick	Chippenham	Split polling district into 2 polling districts. No change to polling station.
NN1	Corsham (Corsham Ward) (Part 1)	1,758	Corsham	NN1, NN4	Corsham Cricket Club, Station Road, Corsham	Corsham Town	Chippenham	No change to existing arrangements
NN4	Corsham (Corsham Ward) (Part 4)	126	Corsham	NN1, NN4	Corsham Cricket Club, Station Road, Corsham	Corsham Town	Chippenham	Change of polling station (Previously allocated to Corsham Football Club)
NN6	Corsham (Corsham Ward) (Part 5)	264	Corsham	NN6	Potley Community Centre, Pockeridge Road, Corsham, Wilts	Corsham Town	Chippenham	No change to existing arrangements
MD1	Box (Part 2)	923	Box	MD1	Leafy Lane Playing Fields Pavilion, Leafy Lane, Rudloe, Corsham, Wilts	Corsham Without and Box Hill	North Wiltshire	No change to existing arrangements
NR1	Corsham (Gastard Parish Ward)	411	Corsham	NR1	Gastard Village Hall, Velly Hill, Gastard, Corsham, Wiltshire	Corsham Without and Box Hill	Chippenham	No change to existing arrangements
NS1	Corsham (Neston Parish Ward)	956	Corsham	NS1	Memorial Hall, Pool Green, Neston, Corsham, Wilts	Corsham Without and Box Hill	Chippenham	No change to existing arrangements
NQ1	Corsham (Rudloe Parish Ward) (Part 1)	695	Corsham	NQ1,NQ3	Rudloe Community Centre, Leylands Road, Rudloe, Corsham, Wilts	Corsham Without and Box Hill	North Wiltshire	No change to existing arrangements
NQ3	Corsham (Rudloe Parish Ward) (Part 3)	152	Corsham	NQ1,NQ3	Rudloe Community Centre, Leylands Road, Rudloe, Corsham, Wilts	Corsham Without and Box Hill	Chippenham	Change of polling station (Previously allocated to Hare and Hounds Pub)
OH1	Lacock	810	Lacock	OH1	Lacock Village Hall, East Street, Lacock, Chippenham, Wilts	Corsham Without and Box Hill	Chippenham	No change to existing arrangements
NT1	Cricklade	3,372	Cricklade	NT1	Town Hall, High Street, Cricklade, Swindon, Wilts	Cricklade and Latton	North Wiltshire	No change to existing arrangements
OK1	Latton	434	Latton	OK1	Latton Village Hall, Croft Lane, Latton, Swindon, Wilts	Cricklade and Latton	North Wiltshire	No change to existing arrangements
OW1	Marston Meysey	172	Marston Meysey	OW1	Marston Meysey Village Hall, Marston Meysey, Cricklade, Swindon, Wilts	Cricklade and Latton	North Wiltshire	No change to existing arrangements
UB3	Dezives (East Ward) (Part 4)	375	Dezives	UB3,UE1,UE2	Visitor Centre, Hillworth Park, Dezives	Dezives and Roundway South	Dezives	Merge polling district with UE1. Change of polling station (previously allocated to Cheese Hall)

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UE1	Devizes (South Ward) (Part 1)	1,567	Devizes	UB3,UE1,UE2	Visitor Centre, Hillworth Park, Devizes	Devizes and Roundway South	Devizes	Change of polling station (previously allocated to Cheese Hall)
UE2	Devizes (South Ward) (Part 2)	918	Devizes	UB3,UE1,UE2	Visitor Centre, Hillworth Park, Devizes	Devizes and Roundway South	Devizes	Change of polling station (previously allocated to Cheese Hall)
UB2	Devizes (East Ward) (Part 3)	747	Devizes	UB2, UC1, UD1	Cheese Hall, Devizes Town Hall, St Johns Street, Devizes, Wiltshire	Devizes North	Devizes	No change to existing arrangements
UC1	Devizes (North Ward) (Part 1)	991	Devizes	UB2, UC1, UD1	Cheese Hall, Devizes Town Hall, St Johns Street, Devizes, Wiltshire	Devizes North	Devizes	Change of polling station (previously allocated to St Peters School)
UD1	Devizes (North Ward) (Part 2)	1,539	Devizes	UB2, UC1, UD1	Cheese Hall, Devizes Town Hall, St Johns Street, Devizes, Wiltshire	Devizes North	Devizes	No change to existing arrangements
UA1	Devizes (East Ward) (Part 1)	1,742	Devizes	UA1, XL3	Nursteed Centre, Nursteed Road, Devizes, Wiltshire	Devizes East	Devizes	No change to existing arrangements
XL3	Roundway South (Part 2)	554	Devizes	UA1, XL3	Nursteed Centre, Nursteed Road, Devizes, Wiltshire	Devizes and Roundway South	Devizes	Change of polling station (previously allocated to Cheese Hall). Polling place outside of polling district.
UB1	Devizes (East Ward) (Part 2)	1,398	Devizes	UB1	Wyvern Club, 51 Church Walk, Devizes	Devizes East	Devizes	Change of polling station (previously allocate to Southbroom Youth Centre)
AJ	Britford	351	Britford	AJ	Memorial Hall, Britford, Salisbury, Wilts	Downton and Ebbles Valley	Salisbury	No change to existing arrangements
AQ	Coombe Bissett	557	Coombe Bissett	AQ	Coombe Bissett & Homington Village Hall, Shutts Lane, Coombe Bissett, Salisbury, Wilts	Downton and Ebbles Valley	Salisbury	No change to existing arrangements
AT	Downton (Charlton Ward)	168	Downton	AT	All Saints Church, Charlton All Saints, Salisbury, Wilts	Downton and Ebbles Valley	Salisbury	No change to existing arrangements
AS	Downton (Downton Ward)	2,239	Downton	AS	Memorial Hall, Downton, Salisbury, Wilts	Downton and Ebbles Valley	Salisbury	No change to existing arrangements
BK	Odstock	463	Odstock	BK	Longford Primary School, Odstock, Salisbury, Wilts	Downton and Ebbles Valley	Salisbury	No change to existing arrangements
AW	Durrington (Part 3)	1,363	Durrington	AW	Community Centre, Wilson Road, Larkhill, Salisbury, Wilts	Durrington and Larkhill	Devizes	No change to existing arrangements
AV	Durrington (Part 1)	1,678	Durrington	AV,AV1	Durrington Village Hall, High Street, Durrington, Salisbury, Wiltshire	Durrington and Larkhill	Devizes	No change to existing arrangements

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AV1	Durrington (Part 2)	1,771	Durrington	AV,AV1	Durrington Village Hall, High Street, Durrington, Salisbury, Wiltshire	Durrington and Larkhill	Devizes	No change to existing arrangements
EK1	Bratton	965	Bratton	EK1	Jubilee Hall, Bratton, Westbury, Wiltshire	Ethandune	South West Wiltshire	No change to existing arrangements
EV6	Coulston	133	Coulston	EV6	Coulston Village Hall, Coulston, Westbury, Wiltshire	Ethandune	South West Wiltshire	No change to existing arrangements
ES1	Dilton Marsh	1,462	Dilton Marsh	ES1	Dilton Marsh Memorial Hall, High Street, Dilton Marsh, Westbury, Wiltshire	Ethandune	South West Wiltshire	No change to existing arrangements
EX1	Edington	594	Edington	EX1	Edington Parish Hall, Edington, Westbury, Wiltshire	Ethandune	South West Wiltshire	No change to existing arrangements
FB2	Heywood (Heywood Village Ward)	363	Heywood	FB2	Heywood/Hawkeridge Village Hall, Church Road, Heywood, Westbury, Wiltshire	Ethandune	South West Wiltshire	No change to existing arrangements
EB	Ansty	108	Ansty	EB	Ansty PYO and Farm Shop, Ansty	Fovant & Chalke Valley	South West Wiltshire	No change to existing arrangements
ED	Berwick St John	231	Berwick St John	ED,EA	Memorial Hall, Berwick St John, Shaftesbury, Dorset	Fovant & Chalke Valley	South West Wiltshire	No change to existing arrangements
EA	Alvediston	83	Berwick St John	ED,EA	Memorial Hall, Berwick St John, Shaftesbury, Dorset	Fovant & Chalke Valley	South West Wiltshire	No change to existing arrangements
AH	Bishopstone	467	Bishopstone	AH,DS	Bishopstone Village Hall, Bishopstone, Salisbury, Wilts	Fovant & Chalke Valley	Salisbury	No change to existing arrangements
DS	Stratford Tony	52	Bishopstone	AH,DS	Bishopstone Village Hall, Bishopstone, Salisbury, Wilts	Fovant & Chalke Valley	Salisbury	No change to existing arrangements
AI	Bowerchalke	319	Bowerchalke	AI	Bowerchalke Village Hall, Church Street, Bowerchalke, Salisbury, Wiltshire	Fovant & Chalke Valley	Salisbury	No change to existing arrangements
AK	Broad Chalke	537	Broad Chalke	AK	Gurston Room, Village Hall, Broadchalke, Salisbury, Wilts	Fovant & Chalke Valley	Salisbury	No change to existing arrangements
AP	Compton Chamberlayne	80	Compton Chamberlayne	AP	Compton Chamberlayne Village Hall, Compton Chamberlayne, Salisbury, Wilts	Fovant & Chalke Valley	South West Wiltshire	No change to existing arrangements
AX	Ebbesbourne Wake	166	Ebbesbourne Wake	AX	Ebbesbourne Wake Village Hall, Ebbesbourne Wake, Salisbury, Wilts	Fovant & Chalke Valley	Salisbury	No change to existing arrangements
AZ	Fovant	587	Fovant	AZ,GN	Fovant Village Hall, Tisbury Road, Fovant, Salisbury, Wilts	Fovant & Chalke Valley	South West Wiltshire	No change to existing arrangements

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GN	Sutton Mandeville	192	Fovant	AZ,GN	Fovant Village Hall, Tisbury Road, Fovant, Salisbury, Wilts	Fovant & Chalke Valley	South West Wiltshire	Change of polling station (previously allocated to caravan, The Old Rectory Barn). Polling place outside of polling district.
BI	Netherhampton	322	Netherhampton	BI	Southern Counties Auctioneer Rooms, Netherhampton	Fovant & Chalke Valley	Salisbury	Change of polling station (previously allocated to caravan, Victoria and Albert pub)
GP	Swallowcliffe	167	Swallowcliffe	GP	Swallowcliffe Village Hall, Swallowcliffe, Salisbury, Wilts	Fovant & Chalke Valley	South West Wiltshire	No change to existing arrangements
GS	Tollard Royal	90	Tollard Royal	GS	Salisbury, Wiltshire	Fovant & Chalke Valley	South West Wiltshire	No change to existing arrangements
FC1	Hilperton (Part 1)	992	Hilperton	FC1, FC3	Hilperton Village Hall, Whaddon Lane, Hilperton, Trowbridge, Wiltshire	Hilperton	Chippenham	No change to existing arrangements
FC3	Hilperton (Part 3)	1,200	Hilperton	FC1, FC3	Hilperton Village Hall, Whaddon Lane, Hilperton, Trowbridge, Wiltshire	Hilperton	Chippenham	No change to existing arrangements
FC2	Hilperton (Part 2)	1,490	Hilperton	FC2	St Marys Church Hall, Horse Road, Hilperton, Trowbridge, Wiltshire	Hilperton	Chippenham	No change to existing arrangements
FF1	Holt	1,379	Holt	FF1	United Reformed Church Hall, United Reformed Church, The Street, Holt, Trowbridge, Wiltshire	Holt and Staverton	Chippenham	No change to existing arrangements
GB1	Monkton Farleigh	355	Monkton Farleigh	GB1	Monkton Farleigh Village Hall, Monkton Farleigh, Bradford on Avon, Wiltshire	Holt and Staverton	Chippenham	No change to existing arrangements
GI1	South Wraxall	361	South Wraxall	GI1	South Wraxall Village Hall, South Wraxall, Bradford on Avon, Wiltshire	Holt and Staverton	Chippenham	No change to existing arrangements
GJ1	Staverton	1,371	Staverton	GJ1	Staverton Club, Staverton Club, Staverton, Trowbridge, Wiltshire	Holt and Staverton	Chippenham	No change to existing arrangements
NI3	Chippenham Without(Chippenham Without Parish Ward)	150	Chippenham Without(Chippenham Without Ward)	NI3	Chippenham Rugby Club, Allington Fields, Frogwell, Chippenham, Wilts	Kington	North Wiltshire	No change to existing arrangements
NJ1	Christian Malford	572	Christian Malford	NJ1	Christian Malford Village Hall, Christian Malford, Chippenham, Wilts	Kington	North Wiltshire	No change to existing arrangements
OE1	Kington Langley	663	Kington Langley	OE1	Committee Room, Village Hall, Church Road, Kington Langley, Chippenham, Wilts	Kington	North Wiltshire	No change to existing arrangements
OF1	Kington St Michael	558	Kington St Michael	OF1	Kington St Michael Village Hall, Kington St Michael	Kington	North Wiltshire	No change to existing arrangements
OJ1	Langley Burrell (Langley Burrell Without Ward)	278	Langley Burrell	OJ1	Langley Burrell Village Hall, Manor Farm Lane, Langley Burrell, Chippenham, Wilts	Kington	North Wiltshire	No change to existing arrangements
PR1	Seagry	251	Seagry	PR1	Seagry & Startley & Great Somerford, Village Hall, Upper Seagry, Chippenham, Wilts	Kington	North Wiltshire	No change to existing arrangements
PQ1	Stanton St Quintin	435	Stanton St Quintin	PQ1	Stanton St Quintin Primary School (extension) , Stanton St Quintin, Chippenham, Wilts	Kington	North Wiltshire	No change to existing arrangements
PS1	Sutton Benger	816	Sutton Benger	PS1	Sutton Benger Village Hall, Chestnut Road, Sutton Benger, Chippenham, Wilts	Kington	North Wiltshire	No change to existing arrangements

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BG	Laverstock (Laverstock Ward) (Part 1)	2,090	Laverstock	BG	Laverstock & Ford Village Hall, Park Road, (off Duck Lane), Laverstock, Salisbury, Wilts	Laverstock, Ford and Old Sarum	Salisbury	No change to existing arrangements
BS	Laverstock (Laverstock Ward) (Part 2)	980	Laverstock	BS	Old Sarum Community Room, 9 Partridge Way, Old Sarum	Laverstock, Ford and Old Sarum	Salisbury	No change to existing arrangements
WI1	Ludgershall (North Ward)	2,307	Ludgershall	WI1,WI2,XC2	Ludgershall Memorial Hall, Ludgershall, Andover, Hampshire	Ludgershall and Perham Down	Devizes	No change to existing arrangements
WI2	Ludgershall (South Ward)	832	Ludgershall	WI1,WI2,XC2	Ludgershall Memorial Hall, Ludgershall, Andover, Hampshire	Ludgershall and Perham Down	Devizes	No change to existing arrangements
XC2	Tidworth (Perham Down Ward)	481	Ludgershall	WI1,WI2,XC2	Ludgershall Memorial Hall, Ludgershall, Andover, Hampshire	Ludgershall and Perham Down	Devizes	No change to existing arrangements
OS1	Lyneham and Bradenstoke (Part 1)	703	Bradenstoke	OS1	Bradenstoke Village Hall, Bradenstoke, Chippenham, Wilts	Lyneham	North Wiltshire	No change to existing arrangements
NK1	Clyffe Pypard	240	Clyffe Pypard	NK1	Clyffe Pypard and Bushton, Village Hall, Swindon, Wilts	Lyneham	North Wiltshire	No change to existing arrangements
OT1	Lyneham and Bradenstoke (Part 2)	2,139	Lyneham	OT1	St Michael & All Angels Church Hall, Calne Road, Lyneham, Chippenham, Wilts	Lyneham	North Wiltshire	No change to existing arrangements
PT1	Tockenham	209	Tockenham	PT1	Tockenham Village Hall, Tockenham, Swindon, Wilts	Lyneham	North Wiltshire	No change to existing arrangements
OV1	Malmesbury (Part 2)	3,193	Malmesbury	OV1	Activity Zone, Malmesbury Leisure Centre, Bremilham Road, Malmesbury, Wilts	Malmesbury	North Wiltshire	No change to existing arrangements
OU1	Malmesbury (Part 1)	775	Malmesbury	OU1	Assembly Room, Town Hall, Cross Hayes, Malmesbury, Wilts	Malmesbury	North Wiltshire	No change to existing arrangements
WN1	Marlborough (East Ward) (Part 1)	1,206	Marlborough	WN1,WN2,WN4	St Margaret's Mead Youth Centre, 30a St Margaret's Mead, Marlborough, Wiltshire	Marlborough East	Devizes	No change to existing arrangements
WN2	Marlborough (East Ward) (Part 1)	1,343	Marlborough	WN1,WN2,WN4	St Margaret's Mead Youth Centre, 30a St Margaret's Mead, Marlborough, Wiltshire	Marlborough East	Devizes	No change to existing arrangements
WN4	Marlborough (West Ward) (Part 3)	64	Marlborough	WN1,WN2,WN4	St Margaret's Mead Youth Centre, 30a St Margaret's Mead, Marlborough, Wiltshire	Marlborough East	Devizes	Merge with polling district WN2. No change to polling station.
WM1	Marlborough (West Ward) (Part 1)	1,206	Marlborough	WM1,	Marlborough Leisure Centre, Barton Dene, Bath Road, Marlborough, Wiltshire	Marlborough West	Devizes	No change to existing arrangements
WN3	Marlborough (West Ward) (Part 2)	1,901	Marlborough	WN3	Marlborough Town Hall, Marlborough, Wiltshire	Marlborough West	Devizes	Change of polling station (previously allocated to Marlborough Leisure Centre)

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FM1	Melksham (Melksham Spa) (Part 1)	531	Melksham	FM1,FM5,FM6,FW3	Melksham Town Hall, Market Place, Melksham, Wiltshire	Melksham Central	Chippenham	No change to existing arrangements
FM5	Melksham (Melksham Spa) (Part 5)	32	Melksham	FM1,FM5,FM6,FW3	Melksham Town Hall, Market Place, Melksham, Wiltshire	Melksham Central	Chippenham	Merge polling district with FM1. No change to polling station.
FM6	Melksham (Melksham Spa) (Part 6)	282	Melksham	FM1,FM5,FM6,FW3	Melksham Town Hall, Market Place, Melksham, Wiltshire	Melksham Central	Chippenham	Merge polling district with FM1. No change to polling station.
FW3	Melksham Without (Beanacre & Bowerhill) (Part 3)	928	Melksham	FM1,FM5,FM6,FW3	Melksham Town Hall, Market Place, Melksham, Wiltshire	Melksham Without South	Chippenham	No change to existing arrangements
FR2	Melksham (Melksham East) (Part 2)	866	Melksham	FR2,FR4,FR5,FW2	St Andrew's Church Schoolroom, The Shaun Centre, Church Lane, Melksham, Wiltshire	Melksham Central	Chippenham	No change to existing arrangements
FR4	Melksham (Melksham East) (Part 4)	1,250	Melksham	FR2,FR4,FR5,FW2	St Andrew's Church Schoolroom, The Shaun Centre, Church Lane, Melksham, Wiltshire	Melksham Central	Chippenham	No change to existing arrangements
FR5	Melksham (Melksham East) (Part 5)	880	Melksham	FR2,FR4,FR5,FW2	St Andrew's Church Schoolroom, The Shaun Centre, Church Lane, Melksham, Wiltshire	Melksham Central	Chippenham	No change to existing arrangements
FW2	Melksham Without (Beanacre & Bowerhill) (Part 2)	532	Melksham	FR2,FR4,FR5,FW2	St Andrew's Church Schoolroom, The Shaun Centre, Church Lane, Melksham, Wiltshire	Melksham Without North	Chippenham	No change to existing arrangements
FN1	Melksham (Melksham North) (Part 1)	699	Melksham	FN1,FN2	Baptist Church Schoolroom, Old Broughton Road, Melksham, Wiltshire	Melksham North	Chippenham	No change to existing arrangements
FN2	Melksham (Melksham North) (Part 2)	1,023	Melksham	FN1,FN2	Baptist Church Schoolroom, Old Broughton Road, Melksham, Wiltshire	Melksham North	Chippenham	No change to existing arrangements
FR1	Melksham (Melksham East) (Part 1)	936	Melksham	FR1,FR3	Lowbourne Neighbourhood Centre-Cricket Pavilion, King George V Playing Fields, Lowbourne	Melksham North	Chippenham	No change to existing arrangements
FR3	Melksham (Melksham East) (Part 3)	764	Melksham	FR1,FR3	Lowbourne Neighbourhood Centre-Cricket Pavilion, King George V Playing Fields, Lowbourne	Melksham North	Chippenham	No change to existing arrangements
FM2	Melksham (Melksham Spa) (Part 2)	932	Melksham	FM2	Aloeric School, St Michael's Road, Melksham, Wiltshire	Melksham South	Chippenham	No change to existing arrangements
FM4	Melksham (Melksham Spa) (Part 4)	1,741	Melksham	FM4	Canberra Youth Development Centre, Spa Road, Melksham, Wiltshire	Melksham South	Chippenham	No change to existing arrangements
FM3	Melksham (Melksham Spa) (Part 3)	1,314	Melksham	FM3	Queensway Chapel, Queensway, Melksham, Wiltshire	Melksham South	Chippenham	No change to existing arrangements
EC1	Atworth	946	Atworth	EC1	Atworth Youth Club, Studley Farm Lane, (Off Bath Road), Atworth, Melksham, Wilts	Melksham Without North	Chippenham	No change to existing arrangements

<b>Polling District</b>	<b>Polling District Name</b>	<b>Electorate as 1 December 2011</b>	<b>Polling Place</b>	<b>Polling Districts assigned to polling station</b>	<b>Polling Station</b>	<b>Unitary Division</b>	<b>Parliamentary Constituency</b>	<b>Comments</b>
EL1	Broughton Gifford	683	Broughton Gifford	EL1	Broughton Gifford Village Hall, The Street, Broughton Gifford, Melksham, Wiltshire	<b>Melksham Without North</b>	Chippenham	No change to existing arrangements

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FW1	Melksham Without (Beanacre & Bowerhill) (Part 1)	271	Melksham Without	FW1	Beanacre Church Schoolroom, Beanacre, Melksham, Wiltshire	Melksham Without North	Chippenham	No change to existing arrangements
FX1	Melksham Without (Shaw and Whitley Ward)	1,122	Melksham Without	FX1	Whitley Reading Rooms, Middle Lane, Whitley, Melksham, Wiltshire	Melksham Without North	Chippenham	No change to existing arrangements
FW4	Melksham Without (Beanacre & Bowerhill) (Part 4)	1,535	Melksham Without	FW4, FW5	Bowerhill Village Hall, Halifax Road, Bowerhill, Melksham, Wiltshire	Melksham Without South	Chippenham	No change to existing arrangements
FW5	Melksham Without (Beanacre & Bowerhill) (Part 5)	1,376	Melksham Without	FW4, FW5	Bowerhill Village Hall, Halifax Road, Bowerhill, Melksham, Wiltshire	Melksham Without South	Chippenham	No change to existing arrangements
FI	Kilminster	267	Kilminster	FI	Whitesheet Primary School, Butts Lane, Kilminster, Warminster, Wilts	Mere	South West Wiltshire	No change to existing arrangements
GA	Mere	2,471	Mere	GA	Lecture Hall, Salisbury Street, Mere, Warminster, Wilts	Mere	South West Wiltshire	No change to existing arrangements
GM	Stourton	167	Stourton	GM	Memorial Hall, Stourton, Warminster, Wilts	Mere	South West Wiltshire	No change to existing arrangements
IN	West Knoyle	125	West Knoyle	IN	West Knoyle Village Hall, West Knoyle, Warminster, Wilts	Mere	South West Wiltshire	No change to existing arrangements
IS	Zeals	593	Zeals	IS	Zeals Village Hall, Zeals, Warminster, Wilts	Mere	South West Wiltshire	No change to existing arrangements
MA1	Ashton Keynes	1,105	Ashton Keynes	MA1,OM1	Ashton Keynes Village Hall, Park Place, Ashton Keynes, Swindon, Wilts	Minety	North Wiltshire	No change to existing arrangements
OM1	Leigh	283	Ashton Keynes	MA1,OM1	Ashton Keynes Village Hall, Park Place, Ashton Keynes, Swindon, Wilts	Minety	North Wiltshire	No change to existing arrangements
NU1	Crudwell	860	Crudwell	NU1	Crudwell Village Hall, Tetbury Lane, Crudwell, Malmesbury, Wilts	Minety	North Wiltshire	No change to existing arrangements
OX1	Minety	1,174	Minety	OX1	Minety Village Hall, Hornbury Hill, Minety, Malmesbury, Wilts	Minety	North Wiltshire	No change to existing arrangements
PD1	Oaksey	433	Oaksey	PD1	Oaksey Village Hall, The Street, Oaksey, Malmesbury, Wilts	Minety	North Wiltshire	No change to existing arrangements
AF	Barford St Martin	453	Burcombe	AF, AN	Parish Hall, Burcombe, Salisbury, Wilts	Nadder and East Knoyle	South West Wiltshire	Change of polling station (previously allocated to caravan, Barford Inn car park). Polling place outside of polling district.
AN	Burcombe	114	Burcombe	AF,AN	Parish Hall, Burcombe, Salisbury, Wilts	Nadder and East Knoyle	Salisbury	No change to existing arrangements
EO	Chilmark	429	Chilmark	EO	Reading Room, Becketts Lane, Chilmark, Salisbury, Wilts	Nadder and East Knoyle	South West Wiltshire	No change to existing arrangements
AR	Dinton	543	Dinton	AR	Dinton Village Hall, Bratch Lane, Dinton	Nadder and East Knoyle	South West Wiltshire	No change to existing arrangements
EW	East Knoyle	594	East Knoyle	EW	East Knoyle Village Hall, East Knoyle, Salisbury, Wilts	Nadder and East Knoyle	South West Wiltshire	No change to existing arrangements
EY	Fonthill Bishop	76	Fonthill Bishop	EY,IV	Reading Room, The Ring, Fonthill Bishop, Salisbury, Wilts	Nadder and East Knoyle	South West Wiltshire	No change to existing arrangements
IV	Berwick St Leonard	30	Fonthill Bishop	EY,IV	Reading Room, The Ring, Fonthill Bishop, Salisbury, Wilts	Nadder and East Knoyle	South West Wiltshire	No change to existing arrangements



<b>Polling District</b>	<b>Polling District Name</b>	<b>Electorate as 1 December 2011</b>	<b>Polling Place</b>	<b>Polling Districts assigned to polling station</b>	<b>Polling Station</b>	<b>Unitary Division</b>	<b>Parliamentary Constituency</b>	<b>Comments</b>
EZ	Fonthill Gifford	85	Fonthill Gifford	EZ	Recreation Hut, Fonthill Gifford, Salisbury, Wilts	<b>Nadder and East Knoyle</b>	South West Wiltshire	No change to existing arrangements

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FD	Hindon	392	Hindon	FD,IU	Hindon Village Hall, Hindon, Salisbury, Wilts	Nadder and East Knoyle	South West Wiltshire	No change to existing arrangements
IU	Chicklade	66	Hindon	FD,IU	Hindon Village Hall, Hindon, Salisbury, Wilts	Nadder and East Knoyle	South West Wiltshire	No change to existing arrangements
GE1	Sedgehill and Semley (Sedgehill Ward)	128	Sedgehill and Semley	GE1	Sedgehill Village Hall, Sedgehill, Shaftesbury, Dorset	Nadder and East Knoyle	South West Wiltshire	No change to existing arrangements
GE2	Sedgehill and Semley (Semley Ward)	387	Sedgehill and Semley	GE2	Semley Village Hall, Semley, Shaftesbury, Dorset	Nadder and East Knoyle	South West Wiltshire	No change to existing arrangements
GQ	Teffont	217	Teffont	GQ	Teffont Village Hall, Hindon Road, Teffont, Salisbury, Wilts	Nadder and East Knoyle	South West Wiltshire	No change to existing arrangements
VB1	Easton	209	Easton	VB1	Easton Royal Village Hall, Easton Royal, Pewsey, Wiltshire	Pewsey	Devizes	No change to existing arrangements
WQ1	Milton Lilbourne	440	Milton Lilbourne	WQ1	Milton Lilbourne Village Hall, Milton Lilbourne, Pewsey, Wiltshire	Pewsey	Devizes	No change to existing arrangements
XF1	Pewsey (North Ward)	1,552	Pewsey	XF1,XF2	Bouverie Hall, North Street, Pewsey, Wiltshire	Pewsey	Devizes	No change to existing arrangements
XF2	Pewsey (South Ward)	1,340	Pewsey	XF1,XF2	Bouverie Hall, North Street, Pewsey, Wiltshire	Pewsey	Devizes	No change to existing arrangements
ZK1	Wootton Rivers	194	Wootton Rivers	ZK1	Wootton Rivers Village Hall, Wootton Rivers, Marlborough, Wiltshire	Pewsey	Devizes	No change to existing arrangements
SC1	Alton	214	Alton	SC1	Coronation Hall, Alton Barnes	Pewsey Vale	Devizes	No change to existing arrangements
TB1	Chirton	325	Chirton	TB1,TB2	Function Room, The Wiltshire Yeoman, Chirton, Devizes, Wiltshire	Pewsey Vale	Devizes	No change to existing arrangements
TB2	Patney	134	Chirton	TB1,TB2	Function Room, The Wiltshire Yeoman, Chirton, Devizes, Wiltshire	Pewsey Vale	Devizes	No change to existing arrangements
WJ1	Manningford	319	Manningford	WJ1	Manningford Memorial Hall, Manningford Bruce, Pewsey, Wiltshire	Pewsey Vale	Devizes	No change to existing arrangements
WK1	Marden	105	Marden	WK1	Marden Village Hall, Marden, Devizes, Wiltshire	Pewsey Vale	Devizes	No change to existing arrangements
XB1	North Newnton	356	North Newnton	XB1	Hilcott Village Hall, Hilcott, Pewsey, Wiltshire	Pewsey Vale	Devizes	No change to existing arrangements
ZE1	Wilcot East Ward (Oare)	251	Oare	ZE1,ZE2,ZF1	Oare Village Hall, Rudge Lane, Oare, Wiltshire	Pewsey Vale	Devizes	No change to existing arrangements
ZE2	Huish	42	Oare	ZE1,ZE2,ZF1	Oare Village Hall, Rudge Lane, Oare, Wiltshire	Pewsey Vale	Devizes	No change to existing arrangements
ZF1	Wilcot West Ward (Wilcot)	197	Oare	ZE1,ZE2,ZF1	Oare Village Hall, Rudge Lane, Oare, Wiltshire	Pewsey Vale	Devizes	No change to existing arrangements
XN1	Rushall	134	Rushall	XN1,XN2,ZG1	Rushall Village Hall, Rushall, Pewsey, Wiltshire	Pewsey Vale	Devizes	No change to existing arrangements
XN2	Charlton	71	Rushall	XN1,XN2,ZG1	Rushall Village Hall, Rushall, Pewsey, Wiltshire	Pewsey Vale	Devizes	No change to existing arrangements
ZG1	Wilsford	63	Rushall	XN1,XN2,ZG1	Rushall Village Hall, Rushall, Pewsey, Wiltshire	Pewsey Vale	Devizes	No change to existing arrangements

<b>Polling District</b>	<b>Polling District Name</b>	<b>Electorate as 1 December 2011</b>	<b>Polling Place</b>	<b>Polling Districts assigned to polling station</b>	<b>Polling Station</b>	<b>Unitary Division</b>	<b>Parliamentary Constituency</b>	<b>Comments</b>
YG1	Stanton St. Bernard	152	Stanton St. Bernard	YG1	Stanton St Bernard Village Hall, Stanton St. Bernard, Marlborough, Wiltshire	<b>Pewsey Vale</b>	Devizes	No change to existing arrangements
YO1	Upavon	911	Upavon	YO1	Upavon Village Hall, Andover Road, Upavon, Pewsey, Wiltshire	<b>Pewsey Vale</b>	Devizes	No change to existing arrangements

Polling District	Polling District Name	Electorate as 1 December 2011	Polling Place	Polling Districts assigned to polling station	Polling Station	Unitary Division	Parliamentary Constituency	Comments
SF1	Beechingstoke	123	Woodborough	SF1,ZJ1	Parish Rooms Woodborough, Woodborough, Pewsey, Wiltshire	Pewsey Vale	Devizes	No change to existing arrangements
ZJ1	Woodborough	224	Woodborough	SF1,ZJ1	Parish Rooms Woodborough, Woodborough, Pewsey, Wiltshire	Pewsey Vale	Devizes	No change to existing arrangements
PJ1	Purton (Part 2)	243	Purton	PJ1	Purton & Cricklade YFC Hut, Purton Stoke, Swindon, Wilts	Purton	North Wiltshire	No change to existing arrangements
PI1	Braydon	3,128	Purton	PI1,PI2	Purton Village Hall, Station Road, Purton, Swindon, Wilts	Purton	North Wiltshire	No change to existing arrangements
PI2	Braydon	45	Purton	PI1,PI2	Purton Village Hall, Station Road, Purton, Swindon, Wilts	Purton	North Wiltshire	No change to existing arrangements
BF	Landford	986	Landford	BF	Landford Village Hall Foyer, Landford, Salisbury, Wilts	Redlynch and Landford	Salisbury	Split polling district into 2 polling districts to reflect properties within the New Forest area and not within New Forest area.
BP	Redlynch (Redlynch Ward) (Part 1)	1,355	Redlynch	BP	Morgans Vale & Woodfalls Village Hall, Morgans Vale, Salisbury, Wilts	Redlynch and Landford	Salisbury	Amend polling district to include part of BQ so it does not contain any of the New Forest area.
BO	Redlynch (Nomansland Ward)	493	Redlynch	BO	Reading Room, North Lane, Nomansland, Salisbury, Wilts	Redlynch and Landford	Salisbury	No change to existing arrangements
BQ	Redlynch (Redlynch Ward) (Part 2)	924	Redlynch	BQ	Redlynch Village Hall, Vicarage Road, Lover, Redlynch, Salisbury, Wilts	Redlynch and Landford	Salisbury	Merge part of polling district that is not within New Forest with polling district BP. Change of polling station for some electors.
XL1	Roundway North	2,313	Roundway	XL1 (part)	Army Cadet Centre, Le Marchant Barracks, Franklyn Road, Devizes, Wiltshire	Roundway	Devizes	Split XL1 into 2 polling districts (along Windsor Drive/Little Coate). Top half allocated to Army Cadet Centre. No change to polling station.
XL1	Roundway North	2,313	Devizes	XL1 (part)	Cornerstone Community Centre, Brickley Lane, Devizes SN10 3BS	Roundway	Devizes	Split XL1 into 2 polling districts (along Windsor Drive/Little Coate) so lower half is allocated to Cornerstone Community Centre. Change of polling station (previously allocated to Army Cadet
XL2	Roundway South (Part 1)	911	Devizes	XL1 (part),XL2	Cornerstone Community Centre, Brickley Lane, Devizes SN10 3BS	Roundway	Devizes	Change of polling station. Polling place outside of polling district.

Polling District	Polling District Name	Electorate as 1 December 2011	Polling Place	Polling Districts assigned to polling station	Polling Station	Unitary Division	Parliamentary Constituency	Comments
CA2	Salisbury Bemerton (Part 2)	1,527	Salisbury	CA2	Bemerton Heath Neighbourhood Centre, 60A Pinewood Way, Bemerton Heath, Salisbury, Wilts	Salisbury Bemerton	Salisbury	No change to existing arrangements
CA1	Salisbury Bemerton (Part 1)	580	Salisbury	CA1, CA3	St Michael's Community Centre, St.Michael's Road, Salisbury, Wilts	Salisbury Bemerton	Salisbury	Change of polling station (previously allocated to caravan, Fugglestone red).
CA3	Salisbury Bemerton (Part 3)	2,190	Salisbury	CA1, CA3	St Michael's Community Centre, St.Michael's Road, Salisbury, Wilts	Salisbury Bemerton	Salisbury	No change to existing arrangements
CD1	Salisbury Fisherton and Bemerton Village (Part 1)	1,925	Salisbury	CD1,CD2	Methodist Church Hall, Roman Road, Salisbury, Wiltshire	Salisbury Fisherton and Bemerton Village	Salisbury	No change to existing arrangements
CD2	Salisbury Fisherton and Bemerton Village (Part 2)	1,598	Salisbury	CD1,CD2	Methodist Church Hall, Roman Road, Salisbury, Wiltshire	Salisbury Fisherton and Bemerton Village	Salisbury	No change to existing arrangements
CH2	Salisbury Harnham (Part 2)	1,638	Salisbury	CH2	Community Lounge, Norfolk Road, Harnham, Salisbury, Wiltshire	Salisbury Harnham	Salisbury	No change to existing arrangements
CH1	Salisbury Harnham (Part 1)	2,317	Salisbury	CH1	Harnham Free Church, 15-16 Hawksridge, Ridings Mead, Salisbury, Wilts	Salisbury Harnham	Salisbury	No change to existing arrangements
CF1	Salisbury St Edmund and Milford (Part 1)	2,503	Salisbury	CF1, CF2	Salisbury Methodist Church Hall, St Edmunds Church Street, Salisbury	Salisbury St Edmund and Milford	Salisbury	No change to existing arrangements
CF2	Salisbury St Edmund and Milford (Part 2)	1,064	Salisbury	CF1, CF2	Salisbury Methodist Church Hall, St Edmunds Church Street, Salisbury	Salisbury St Edmund and Milford	Salisbury	No change to existing arrangements
CB1	Salisbury St Francis and Stratford (Part 1)	1,469	Salisbury	CB1	Scout Hut, 67 Stratford Road, Salisbury, Wilts	Salisbury St Francis and Stratford	Salisbury	No change to existing arrangements
CB2	Salisbury St Francis and Stratford (Part 2)	2,660	Salisbury	CB2	St Francis Church Hall, Beatrice Road, Salisbury, Wilts	Salisbury St Francis and Stratford	Salisbury	No change to existing arrangements
BS1	Laverstock (Bishopdown North Ward)	928	Laverstock	BS1,CC2	The Pavilion, (Community Centre), Ash Crescent, Hampton Park, Salisbury, Wilts	Salisbury St Marks and Bishopdown	Salisbury	No change to existing arrangements
CC2	Salisbury St Marks and Bishopdown (Part 2)	715	Laverstock	BS1,CC2	The Pavilion, (Community Centre), Ash Crescent, Hampton Park, Salisbury, Wilts	Salisbury St Marks and Bishopdown	Salisbury	No change to existing arrangements
CC1	Salisbury St Marks and Bishopdown (Part 1)	1,033	Salisbury	CC1,CC3	Barrington Centre, 64 Barrington Road, Bishopdown, Salisbury, Wilts	Salisbury St Marks and Bishopdown	Salisbury	No change to existing arrangements
CC3	Salisbury St Marks and Bishopdown (Part 3)	804	Salisbury	CC1,CC3	Barrington Centre, 64 Barrington Road, Bishopdown, Salisbury, Wilts	Salisbury St Marks and Bishopdown	Salisbury	No change to existing arrangements

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CG1	Salisbury St Martins and Cathedral (Part 1)	2,174	Salisbury	CG1	St Elizabeth Hall, Exeter Street, Salisbury, Wilts	Salisbury St Martins and Cathedral	Salisbury	No change to existing arrangements
CG3	Salisbury St Martins and Cathedral (Part 3)	719	Salisbury	CG3	St George's Hall, Lower Street, Harnham, Salisbury, Wilts	Salisbury St Martins and Cathedral	Salisbury	No change to existing arrangements
CG2	Salisbury St Martins and Cathedral (Part 2)	1,356	Salisbury	CG2	St Martins Primary School, Shady Bower, Salisbury, Wilts	Salisbury St Martins and Cathedral	Salisbury	No change to existing arrangements
CE2	Salisbury St Pauls (Part 2)	1,824	Salisbury	CE2	Dennis Marsh House, (The Scout Hut), Westminster Road, Salisbury, Wilts	Salisbury St Pauls	Salisbury	No change to existing arrangements
CE1	Salisbury St Pauls (Part 1)	1,860	Salisbury	CE1	Elim Church, Church Lounge, Elim Christian Centre, Dews Road, Salisbury, Wilts	Salisbury St Pauls	Salisbury	No change to existing arrangements
MK1	Brokenborough	156	Brokenborough	MK1	Old Post Office, Main Street, Brokenborough, Malmesbury, Wilts	Sherston	North Wiltshire	No change to existing arrangements
OO1	Luckington (Part 1)	76	Luckington	OO1	Alderton Village Hall, Alderton, Chippenham, Wilts	Sherston	North Wiltshire	No change to existing arrangements
OP1	Luckington (Part 2)	421	Luckington	OP1	Luckington Village Hall, Luckington, Chippenham, Wilts	Sherston	North Wiltshire	No change to existing arrangements
PL1	St Paul Malmesbury Without (St Paul Ward) (Part 2)	957	Malmesbury	PL1,PN1	Exhibition Room, Branch Library, Cross Hayes, Malmesbury, Wilts	Sherston	North Wiltshire	No change to existing arrangements
PN1	St Paul Malmesbury Without (Westport Ward)	221	Malmesbury	PL1,PN1	Exhibition Room, Branch Library, Cross Hayes, Malmesbury, Wilts	Sherston	North Wiltshire	No change to existing arrangements
NW1	Easton Grey	70	Sherston	NW1,PC1, PO1	Sherston Village Hall, High Street, Sherston, Malmesbury, Wilts	Sherston	North Wiltshire	No change to existing arrangements
PC1	Norton & Foxley	123	Sherston	NW1,PC1, PO1	Sherston Village Hall, High Street, Sherston, Malmesbury, Wilts	Sherston	North Wiltshire	No change to existing arrangements
PO1	Sherston	1,316	Sherston	NW1,PC1, PO1	Sherston Village Hall, High Street, Sherston, Malmesbury, Wilts	Sherston	North Wiltshire	No change to existing arrangements
PP1	Sopworth	94	Sopworth	PP1	Sopworth Village Hall, Sopworth, Chippenham, Wilts	Sherston	North Wiltshire	No change to existing arrangements
PK1	St Paul Malmesbury Without (St Paul Ward) (Part 1)	415	St Paul Malmesbury Without	PK1,PM1	Corston & Rodbourne Reading Room, The Street, Corston, Malmesbury, Wilts	Sherston	North Wiltshire	No change to existing arrangements
PM1	St Paul Malmesbury Without (St Paul Ward) (Part 3)	67	St Paul Malmesbury Without	PK1,PM1	Corston & Rodbourne Reading Room, The Street, Corston, Malmesbury, Wilts	Sherston	North Wiltshire	No change to existing arrangements
GC1	North Bradley	1,419	North Bradley	GC1	Progressive Hall, Woodmarsh, North Bradley, Trowbridge, Wiltshire	Southwick	South West Wiltshire	No change to existing arrangements

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GH1	Southwick	1,499	Southwick	GH1	Southwick Village Hall, Frome Road, Southwick, Trowbridge, Wiltshire	Southwick	South West Wiltshire	No change to existing arrangements
IH1	West Ashton	550	West Ashton	IH1	West Ashton Village Hall, Bratton Road, West Ashton, Trowbridge, Wiltshire	Southwick	South West Wiltshire	No change to existing arrangements
EM6	Bulkington	248	Bulkington	EM6	Bulkington Village Hall, Bulkington, Devizes, Wiltshire	Summerham and Seend	South West Wiltshire	No change to existing arrangements
FE6	Great Hinton	150	Great Hinton	FE6	Great Hinton Village Hall, Great Hinton, Trowbridge, Wiltshire	Summerham and Seend	South West Wiltshire	No change to existing arrangements
FH1	Keevil	354	Keevil	FH1	Keevil Village Hall, Martins Road, Keevil, Trowbridge, Wilts	Summerham and Seend	South West Wiltshire	No change to existing arrangements
XH1	Poulshot	293	Poulshot	XH1	Poulshot Parish Hall, Poulshot, Devizes, Wiltshire	Summerham and Seend	Devizes	No change to existing arrangements
YB1	Seend	934	Seend	YB1	Irene Usher Hall (Main Hall), Rusty Lane, Seend, Melksham, Wiltshire	Summerham and Seend	Devizes	No change to existing arrangements
GF1	Semington	737	Semington	GF1	Semington Village Hall, High Street, Semington, Trowbridge, Wiltshire	Summerham and Seend	Chippenham	No change to existing arrangements
GK1	Steeple Ashton	744	Steeple Ashton	GK1	Steeple Ashton Village Hall, Church Street, Steeple Ashton, Trowbridge, Wiltshire	Summerham and Seend	South West Wiltshire	No change to existing arrangements
TD1	Chute	275	Chute	TD1,TD2,YC2	Chute Village Hall, Maltings Lane, Chute Standen, Andover, Hampshire	The Collingbournes and Netheravon	Devizes	No change to existing arrangements
TD2	Chute Forest	136	Chute	TD1,TD2,YC2	Chute Village Hall, Maltings Lane, Chute Standen, Andover, Hampshire	The Collingbournes and Netheravon	Devizes	No change to existing arrangements
YC2	Tidcombe & Fosbury	73	Chute	TD1,TD2,YC2	Chute Village Hall, Maltings Lane, Chute Standen, Andover, Hampshire	The Collingbournes and Netheravon	Devizes	No change to existing arrangements
TE1	Collingbourne Ducis	760	Collingbourne Ducis	TE1	Collingbourne Ducis Village Hall, Collingbourne Ducis, Wiltshire	The Collingbournes and Netheravon	Devizes	No change to existing arrangements
TF1	Collingbourne Kingston	393	Collingbourne Kingston	TF1	Collingbourne Kingston Village Hall, Collingbourne Kingston, Marlborough, Wiltshire	The Collingbournes and Netheravon	Devizes	No change to existing arrangements
VC1	Enford (South Ward)	418	Enford	VC1,VC2	Enford Village Hall, Recreation Ground, Enford, Pewsey, Wiltshire	The Collingbournes and Netheravon	Devizes	No change to existing arrangements
VC2	Enford (North Ward)	87	Enford	VC1,VC2	Enford Village Hall, Recreation Ground, Enford, Pewsey, Wiltshire	The Collingbournes and Netheravon	Devizes	No change to existing arrangements
VF1	Everleigh	187	Everleigh	VF1	Crown Hotel Everleigh, Everleigh, Marlborough, Wiltshire	The Collingbournes and Netheravon	Devizes	No change to existing arrangements
VG1	Fittleton	189	Netheravon	VG1,XA1	Phoenix Hall, Netheravon, Salisbury, Wiltshire	The Collingbournes and Netheravon	Devizes	No change to existing arrangements
XA1	Netheravon	854	Netheravon	VG1,XA1	Phoenix Hall, Netheravon, Salisbury, Wiltshire	The Collingbournes and Netheravon	Devizes	No change to existing arrangements

<b>Polling District</b>	<b>Polling District Name</b>	<b>Electorate as 1 December 2011</b>	<b>Polling Place</b>	<b>Polling Districts assigned to polling station</b>	<b>Polling Station</b>	<b>Unitary Division</b>	<b>Parliamentary Constituency</b>	<b>Comments</b>
SN1	Cheverell Magna	498	Cheverell Magna	SN1,SO1,VD1	The New Pavilion, Witchcombe Lane, Great Cheverell, Devizes, Wiltshire	<b>The Lavingtons and Erlestoke</b>	Devizes	No change to existing arrangements
SO1	Cheverell Parva	131	Cheverell Magna	SN1,SO1,VD1	The New Pavilion, Witchcombe Lane, Great Cheverell, Devizes, Wiltshire	<b>The Lavingtons and Erlestoke</b>	Devizes	No change to existing arrangements
VD1	Erlestoke	179	Cheverell Magna	SN1,SO1,VD1	The New Pavilion, Witchcombe Lane, Great Cheverell, Devizes, Wiltshire	<b>The Lavingtons and Erlestoke</b>	Devizes	No change to existing arrangements
WL1	Market Lavington	1,729	Market Lavington	WL1	Market Lavington Community Hall, St Marys Road, Market Lavington, Devizes, Wiltshire	<b>The Lavingtons and Erlestoke</b>	Devizes	No change to existing arrangements
ZC1	West Lavington	934	West Lavington	ZC1	West Lavington Village Hall, Sandfield, West Lavington, Devizes, Wiltshire	<b>The Lavingtons and Erlestoke</b>	Devizes	No change to existing arrangements



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WO1	Marston	146	Worton	WO1,ZL1	Worton & Marston Village Hall, Church Lane, Worton, Devizes, Wiltshire	The Lavingtons and Erlestone	Devizes	No change to existing arrangements
ZL1	Worton	525	Worton	WO1,ZL1	Worton & Marston Village Hall, Church Lane, Worton, Devizes, Wiltshire	The Lavingtons and Erlestone	Devizes	No change to existing arrangements
XC1	Tidworth (East Ward)	1,879	Tidworth	XC1,XC3	Tidworth Community Centre, Wylde Road, Tidworth, Hampshire	Tidworth	Devizes	No change to existing arrangements
XC3	Tidworth (West Ward)	1,850	Tidworth	XC1,XC3	Tidworth Community Centre, Wylde Road, Tidworth, Hampshire	Tidworth	Devizes	No change to existing arrangements
AG	Berwick St James	132	Berwick St James	AG	The Reading Room, Berwick St.James, Salisbury, Wilts	Till and Wylde Valley	Salisbury	No change to existing arrangements
BA	Great Wishford	287	Great Wishford	BA	C.E. Primary School, Great Wishford, Salisbury, Wilts	Till and Wylde Valley	Salisbury	No change to existing arrangements
BL	Orcheston	206	Orcheston	BL	Orcheston Village Hall, Orcheston, Salisbury, Wiltshire	Till and Wylde Valley	Salisbury	No change to existing arrangements
DA	Shrewton	1,521	Shrewton	DA	Maddington Church Rooms, Shrewton, Salisbury, Wilts	Till and Wylde Valley	Salisbury	No change to existing arrangements
DC	Stapleford	227	Stapleford	DC	Stapleford Village Hall, Berwick Road, Stapleford, Salisbury, Wilts	Till and Wylde Valley	Salisbury	No change to existing arrangements
DD	Steeple Langford	415	Steeple Langford	DD	Langford Parish Hall, Hanging Langford, Salisbury, Wilts	Till and Wylde Valley	Salisbury	No change to existing arrangements
DE	Tilshhead	280	Tilshhead	DE	Tilshhead Village Hall, Tilshhead	Till and Wylde Valley	Salisbury	No change to existing arrangements
DL	Winterbourne Stoke	175	Winterbourne Stoke	DL	The Bell Inn, High Street, Winterbourne Stoke, Salisbury, Wiltshire	Till and Wylde Valley	Salisbury	No change to existing arrangements
DO	Wylde	341	Wylde	DO	Wyvern Village Hall, High Street, Wylde, Warminster, Wilts	Till and Wylde Valley	Salisbury	No change to existing arrangements
ET	Donhead St.Andrew	388	Donhead St Andrew	ET	Room At the Forester Pub, Lower Street, Donhead St Andrew, Shaftesbury, Dorset	Tisbury	South West Wiltshire	No change to existing arrangements
EU	Donhead St.Mary	840	Donhead St Mary	EU	New Remembrance Hall, Remembrance Field, Charlton, Donhead St Mary	Tisbury	South West Wiltshire	No change to existing arrangements
GR	Tisbury	1,744	Tisbury	GR,IO	Hinton Hall, Church Street, West Tisbury, Salisbury, Wilts	Tisbury	South West Wiltshire	No change to existing arrangements
IO	West Tisbury	461	Tisbury	GR,IO	Hinton Hall, Church Street, West Tisbury, Salisbury, Wilts	Tisbury	South West Wiltshire	No change to existing arrangements
HA1	Trowbridge (Trowbridge North East Ward) (Part 1)	1,200	Trowbridge	HA1,HA2	Cricket Club Pavilion, Timbrell Street, Trowbridge, Wiltshire	Trowbridge Adcroft	South West Wiltshire	No change to existing arrangements
HA2	Trowbridge (Trowbridge North East Ward) (Part 2)	910	Trowbridge	HA1,HA2	Cricket Club Pavilion, Timbrell Street, Trowbridge, Wiltshire	Trowbridge Adcroft	South West Wiltshire	No change to existing arrangements
HA3	Trowbridge (Trowbridge North East Ward) (Part 3)	689	Trowbridge	HA3,HA4	St Thomas' Church Hall, St Thomas' Road, Off Timbrell Street, Trowbridge, Wiltshire	Trowbridge Adcroft	South West Wiltshire	No change to existing arrangements
HA4	Trowbridge (Trowbridge North East Ward) (Part 4)	610	Trowbridge	HA3,HA4	St Thomas' Church Hall, St Thomas' Road, Off Timbrell Street, Trowbridge, Wiltshire	Trowbridge Adcroft	South West Wiltshire	No change to existing arrangements

Polling District	Polling District Name	Electorate as 1 December 2011	Polling Place	Polling Districts assigned to polling station	Polling Station	Unitary Division	Parliamentary Constituency	Comments
HA5	Trowbridge (Trowbridge North East Ward) (Part 5)	302	Trowbridge	HA5,HA7,HM5, HM7	Civic Centre, St Stephens Place. Trowbridge	Trowbridge Central	South West Wiltshire	Change of polling station (previously allocated to Roundstone School)
HA7	Trowbridge (Trowbridge North East Ward) (Part 7)	249	Trowbridge	HA5,HA7,HM5, HM7	Civic Centre, St Stephens Place. Trowbridge	Trowbridge Central	South West Wiltshire	Merge polling district with HA5. Change of polling station (previously allocated to Roundstone School)
HM5	Trowbridge (Trowbridge East Ward) (Part 5)	99	Trowbridge	HA5,HA7,HM5, HM7	Civic Centre, St Stephens Place. Trowbridge	Trowbridge Central	South West Wiltshire	Merge polling district with HA5. Change of polling station (previously allocated to Roundstone School)
HM7	Trowbridge (Trowbridge East Ward) (Part 7)	73	Trowbridge	HA5,HA7,HM5, HM7	Civic Centre, St Stephens Place. Trowbridge	Trowbridge Central	South West Wiltshire	Merge polling district with HA5. Change of polling station (previously Wesley Road Methodist Church)
HH4	Trowbridge (Trowbridge Central Ward) (Part 4)	1,028	Trowbridge	HH4,HJ1,HL2	St Johns Parish Centre, Wingfield Road, Trowbridge, Wiltshire	Trowbridge Central	South West Wiltshire	No change to existing arrangements
HJ1	Trowbridge (Trowbridge South West Ward) (Part 1)	197	Trowbridge	HH4,HJ1,HL2	St Johns Parish Centre, Wingfield Road, Trowbridge, Wiltshire	Trowbridge Central	South West Wiltshire	Merge polling district with HH4. No change to polling station.
HL2	Trowbridge (Trowbridge North West Ward) (Part 2)	201	Trowbridge	HH4,HJ1,HL2	St Johns Parish Centre, Wingfield Road, Trowbridge, Wiltshire	Trowbridge Central	South West Wiltshire	Merge polling district with HH4. No change to polling station.
HH3	Trowbridge (Trowbridge Central Ward) (Part 3)	941	Trowbridge	HH3,HH5,HJ7	Wesley Road Methodist Church, Wesley Road, Trowbridge, Wiltshire	Trowbridge Central	South West Wiltshire	No change to existing arrangements
HH5	Trowbridge (Trowbridge Central Ward) (Part 5)	498	Trowbridge	HH3,HH5,HJ7	Wesley Road Methodist Church, Wesley Road, Trowbridge, Wiltshire	Trowbridge Central	South West Wiltshire	Merge polling district with HH3. No change to polling station.
HJ7	Trowbridge (Trowbridge South West Ward) (Part 7)	64	Trowbridge	HH3,HH5,HJ7	Wesley Road Methodist Church, Wesley Road, Trowbridge, Wiltshire	Trowbridge Central	South West Wiltshire	Merge polling district with HH3. No change to polling station.
HH1	Trowbridge (Trowbridge Central Ward) (Part 1)	1,141	Trowbridge	HH1,HP1,HJ4	8Trium, WWDC Offices, Bradley Road, Trowbridge, Wiltshire	Trowbridge Drynham	South West Wiltshire	Alternative polling station to be found
HP1	Trowbridge (Bradley Road Ward)	884	Trowbridge	HH1,HP1,HJ4	8Trium, WWDC Offices, Bradley Road, Trowbridge, Wiltshire	Trowbridge Drynham	South West Wiltshire	Alternative polling station to be found
HJ4	Trowbridge (Trowbridge South West Ward) (Part 4)	1,477	Trowbridge	HH1,HP1,HJ4	8Trium, WWDC Offices, Bradley Road, Trowbridge, Wiltshire	Trowbridge Drynham	South West Wiltshire	Alternative polling station to be found.
HH2	Trowbridge (Trowbridge Central Ward) (Part 2)	1,061	Trowbridge	HH2	The Homestead, Ashmead, Trowbridge, Wiltshire	Trowbridge Drynham	South West Wiltshire	No change to existing arrangements

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HJ3	Trowbridge (Trowbridge South West Ward) (Part 3)	1,044	Trowbridge	HJ3, HK1, HJ6	St Johns Church Hall, Church Lane, Trowbridge, Wiltshire	Trowbridge Grove	South West Wiltshire	No change to existing arrangements
HK1	Trowbridge (Whiterow Park) (Part 1)	659	Trowbridge	HJ3, HK1, HJ6	St Johns Church Hall, Church Lane, Trowbridge, Wiltshire	Trowbridge Grove	South West Wiltshire	Merge polling district with HJ3. No change to polling station.
HJ6	Trowbridge (Trowbridge South West Ward) (Part 6)	218	Trowbridge	HJ3, HK1, HJ6	St Johns Church Hall, Church Lane, Trowbridge, Wiltshire	Trowbridge Grove	South West Wiltshire	Move Frome Road from HJ4 to HJ6 and then merge HJ6 with HJ3. No change to polling station.
HJ2	Trowbridge (Trowbridge South West Ward) (Part 2)	888	Trowbridge	HJ2, HJ5, HK2, H L1	Studley Green Community Centre, Lambrok Road, Trowbridge, Wiltshire	Trowbridge Lambrok	South West Wiltshire	No change to existing arrangements
HJ5	Trowbridge (Trowbridge South West Ward) (Part 5)	604	Trowbridge	HJ2, HJ5, HK2, H L1	Studley Green Community Centre, Lambrok Road, Trowbridge, Wiltshire	Trowbridge Lambrok	South West Wiltshire	Merge polling district with HJ2. No change to polling station.
HK2	Trowbridge (Whiterow Park) (Part 2)	160	Trowbridge	HJ2, HJ5, HK2, H L1	Studley Green Community Centre, Lambrok Road, Trowbridge, Wiltshire	Trowbridge Lambrok	South West Wiltshire	Merge polling district with HJ2. No change to polling station.
HL1	Trowbridge (Trowbridge North West Ward) (Part 1)	1,928	Trowbridge	HJ2, HJ5, HK2, H L1	Studley Green Community Centre, Lambrok Road, Trowbridge, Wiltshire	Trowbridge Lambrok	South West Wiltshire	No change to existing arrangements
HM1	Trowbridge (Trowbridge East Ward) (Part 1)	1,200	Trowbridge	HM1	Roundstone Prep School, Polebarn Road, Trowbridge, Wiltshire	Trowbridge Park	South West Wiltshire	No change to existing arrangements
HM2	Trowbridge (Trowbridge East Ward) (Part 2)	1,526	Trowbridge	HM2, HM3	Longfield Community Centre, Weavers Drive, Trowbridge, Wiltshire	Trowbridge Park	South West Wiltshire	No change to existing arrangements
HM3	Trowbridge (Trowbridge East Ward) (Part 3)	670	Trowbridge	HM2, HM3	Longfield Community Centre, Weavers Drive, Trowbridge, Wiltshire	Trowbridge Park	South West Wiltshire	No change to existing arrangements
HM4	Trowbridge (Trowbridge East Ward) (Part 4)	1,525	Hilperton	HM4	Paxcroft Community Centre, 17 Hackett Place, Hilperton, Trowbridge, Wiltshire	Trowbridge Paxcroft	South West Wiltshire	No change to existing arrangements
HA6	Trowbridge (Trowbridge North East Ward) (Part 6)	724	Trowbridge	HA6, HM6, HM8	Fieldways Hotel, Hilperton Road, Trowbridge	Trowbridge Paxcroft	South West Wiltshire	Change of polling station (previously allocated to Trowbridge Rugby Club)
HM6	Trowbridge (Trowbridge East Ward) (Part 6)	23	Trowbridge	HA6, HM6, HM8	Fieldways Hotel, Hilperton Road, Trowbridge	Trowbridge Paxcroft	South West Wiltshire	Merge with polling district HA6. Change of polling station (previously allocated to Trowbridge Rugby Club)
HM8	Trowbridge (Trowbridge East Ward) (Part 8)	681	Trowbridge	HA6, HM6, HM8	Ashton Street Resource Centre, Ashton Street, Trowbridge	Trowbridge Paxcroft	South West Wiltshire	Change of polling station (previously allocated to Trowbridge Rugby Club)

Polling District	Polling District Name	Electorate as 1 December 2011	Polling Place	Polling Districts assigned to polling station	Polling Station	Unitary Division	Parliamentary Constituency	Comments
SB1	All Cannings	503	All Cannings	SB1	All Cannings Village Hall, The Street, All Cannings, Devizes, Wiltshire	Urchfont and The Cannings	Devizes	No change to existing arrangements
SG1	Bishops Cannings (Bishops Cannings Ward)	588	Bishops Cannings	SG1,SG2	Bishops Cannings Parish Hall, Bishops Cannings, Devizes, Wiltshire	Urchfont and The Cannings	Devizes	No change to existing arrangements
SG2	Bishops Cannings (Cannings Hill Ward)	760	Bishops Cannings	SG1,SG2	Bishops Cannings Parish Hall, Bishops Cannings, Devizes, Wiltshire	Urchfont and The Cannings	Devizes	No change to existing arrangements
VA1	Easterton	463	Easterton	VA1	Easterton Village Hall, Easterton, Devizes, Wiltshire	Urchfont and The Cannings	Devizes	No change to existing arrangements
VE1	Etchilhampton	127	Etchilhampton	VE1	Etchilhampton Village Hall, Etchilhampton, Devizes, Wiltshire	Urchfont and The Cannings	Devizes	No change to existing arrangements
VE2	Stert	157	Urchfont	VE2,YP1	Urchfont Village Hall, Urchfont, Devizes, Wiltshire	Urchfont and The Cannings	Devizes	No change to existing arrangements
YP1	Urchfont	911	Urchfont	VE2,YP2	Urchfont Village Hall, Urchfont, Devizes, Wiltshire	Urchfont and The Cannings	Devizes	No change to existing arrangements
IC2	Warminster (Warminster West Ward) (Part 2)	1,082	Warminster	IC2,IG3,ID2, IE1	Christ Church Hall, Upper Marsh Road, Warminster, Wiltshire	Warminster Broadway	South West Wiltshire	No change to existing arrangements
IG3	Warminster (Warminster East Ward) (Part 5)	1,353	Warminster	IC2,IG3,ID2, IE1	Christ Church Hall, Upper Marsh Road, Warminster, Wiltshire	Warminster Broadway	South West Wiltshire	No change to existing arrangements
ID2	Warminster (Warminster West Ward) (Part 5)	667	Warminster	IC2,IG3,ID2, IE1	Christ Church Hall, Upper Marsh Road, Warminster, Wiltshire	Warminster Broadway	South West Wiltshire	Merge polling district with IG3. No change to polling station.
IE1	Warminster (Warminster West Ward) (Part 8)	564	Warminster	IC2,IG3,ID2, IE1	Christ Church Hall, Upper Marsh Road, Warminster, Wiltshire	Warminster Broadway	South West Wiltshire	Merge polling district with IC2. No change to polling station.
EE6	Bishopstrow	115	Bishopstrow	EE6	Bishopstrow Village Hall, Bishopstrow, Warminster, Wiltshire	Warminster Copheap and Wyllye	South West Wiltshire	No change to existing arrangements
EF6	Boyton	148	Boyton	EF6	Fane Hall, Coombe View, Corton, Warminster, Wiltshire	Warminster Copheap and Wyllye	South West Wiltshire	No change to existing arrangements
EP1	Chitterne (Chitterne All Saints Ward)	184	Chitterne	EP1,EP7	Chitterne Village Hall, Chitterne, Warminster, Wilts	Warminster Copheap and Wyllye	South West Wiltshire	No change to existing arrangements
EP7	Chitterne (Chitterne St Mary Ward)	69	Chitterne	EP1,EP7	Chitterne Village Hall, Chitterne, Warminster, Wilts	Warminster Copheap and Wyllye	South West Wiltshire	No change to existing arrangements
EQ1	Codford	702	Codford	EQ1,EQ7	Codford Village Hall, Broadleaze, Codford, Warminster, Wiltshire	Warminster Copheap and Wyllye	South West Wiltshire	No change to existing arrangements
EQ7	Codford	48	Codford	EQ1,EQ7	Codford Village Hall, Broadleaze, Codford, Warminster, Wiltshire	Warminster Copheap and Wyllye	South West Wiltshire	No change to existing arrangements
FA1	Heytesbury (Heytesbury Ward)	605	Heytesbury	FA1,FA7	The Red Lion, Heytesbury, Warminster, Wiltshire	Warminster Copheap and Wyllye	South West Wiltshire	No change to existing arrangements
FA7	Heytesbury (Knook Ward)	70	Heytesbury	FA1,FA7	The Red Lion, Heytesbury, Warminster, Wiltshire	Warminster Copheap and Wyllye	South West Wiltshire	No change to existing arrangements
GD6	Norton Bavant	108	Norton Bavant	GD6	Norton Bavant Village Hall, Norton Bavant, Warminster, Wiltshire	Warminster Copheap and Wyllye	South West Wiltshire	No change to existing arrangements

<b>Polling District</b>	<b>Polling District Name</b>	<b>Electorate as 1 December 2011</b>	<b>Polling Place</b>	<b>Polling Districts assigned to polling station</b>	<b>Polling Station</b>	<b>Unitary Division</b>	<b>Parliamentary Constituency</b>	<b>Comments</b>
GL6	Stockton	154	Stockton	GL6	Manor Farm, Stockton, Warminster, Wiltshire	<b>Warminster Copheap and Wylve</b>	South West Wiltshire	No change to existing arrangements
IA6	Upton Lovell	151	Upton Lovell	IA6	Upton Lovell Village Hall, Upton Lovell, Warminster, Wiltshire	<b>Warminster Copheap and Wylve</b>	South West Wiltshire	No change to existing arrangements
IF1	Warminster (Warminster East Ward) (Part 1)	1,396	Warminster	IF1	Warminster Garrison, Community Centre, Firbank Crescent, Warminster, Wiltshire	<b>Warminster Copheap and Wylve</b>	South West Wiltshire	No change to existing arrangements

Polling District	Polling District Name	Electorate as 1 December 2011	Polling Place	Polling Districts assigned to polling station	Polling Station	Unitary Division	Parliamentary Constituency	Comments
IF2	Warminster (Warminster East Ward) (Part 2)	1,115	Warminster	IF2, IG2	St Georges RC Church, Boreham Road, Warminster, Wiltshire	Warminster East	South West Wiltshire	No change to existing arrangements
IG2	Warminster (Warminster East Ward) (Part 4)	1,201	Warminster	IF2, IG2	St Georges RC Church, Boreham Road, Warminster, Wiltshire	Warminster East	South West Wiltshire	No change to existing arrangements
IC3	Warminster (Warminster West Ward) (Part 3)	372	Warminster	IC3, ID4, IG1, IG4	Warminster Civic Centre, Sambourne Road, Warminster, Wilts	Warminster East	South West Wiltshire	Merge polling district with IG1. No change to polling station.
ID4	Warminster (Warminster West Ward) (Part 7)	59	Warminster	IC3, ID4, IG1, IG4	Warminster Civic Centre, Sambourne Road, Warminster, Wilts	Warminster East	South West Wiltshire	Merge polling district with IG1. No change to polling station.
IG1	Warminster (Warminster East Ward) (Part 3)	1,325	Warminster	IC3, ID4, IG1, IG4	Warminster Civic Centre, Sambourne Road, Warminster, Wilts	Warminster East	South West Wiltshire	No change to existing arrangements
IG4	Warminster (Warminster East Ward) (Part 6)	5	Warminster	IC3, ID4, IG1, IG4	Warminster Civic Centre, Sambourne Road, Warminster, Wilts	Warminster East	South West Wiltshire	Merge polling district with IG1. No change to polling station.
IC1	Warminster (Warminster West Ward) (Part 1)	881	Warminster	IC1, ID3, ID1	Warminster Cricket Club, The Pavilion, Sambourne Road, Warminster, Wiltshire	Warminster West	South West Wiltshire	No change to existing arrangements
ID3	Warminster (Warminster West Ward) (Part 6)	346	Warminster	IC1, ID3, ID1	Warminster Cricket Club, The Pavilion, Sambourne Road, Warminster, Wiltshire	Warminster West	South West Wiltshire	Merge polling district with IC1. No change to polling station.
ID1	Warminster (Warminster West Ward) (Part 4)	2,686	Warminster	IC1, ID3, ID1	Warminster Cricket Club, The Pavilion, Sambourne Road, Warminster, Wiltshire	Warminster West	South West Wiltshire	No change to existing arrangements
EN1	Chapmanslade	572	Chapmanslade	EN1	Chapmanslade Village Hall, Chapmanslade, Westbury, Wiltshire	Warminster Without	South West Wiltshire	No change to existing arrangements
ER1	Corsley	547	Corsley	ER1	Corsley Reading Rooms, Corsley Heath, Corsley, Warminster, Wiltshire	Warminster Without	South West Wiltshire	No change to existing arrangements
FG1	Horningsham	246	Horningsham	FG1	Memorial Village Hall, Water Lane, Horningsham, Warminster, Wiltshire	Warminster Without	South West Wiltshire	No change to existing arrangements
FJ6	Kingston Deverill (Part 1)	218	Kingston Deverill	FJ6, FJ7	Upper Deverills Village Hall, Kingston Deverill, Warminster, Wiltshire	Warminster Without	South West Wiltshire	No change to existing arrangements
FJ7	Kingston Deverill (Part 2)	62	Kingston Deverill	FJ6, FJ7	Upper Deverills Village Hall, Kingston Deverill, Warminster, Wiltshire	Warminster Without	South West Wiltshire	No change to existing arrangements
FL1	Longbridge Deverill	674	Longbridge Deverill	FL1	Longbridge Deverill Parish, Longbridge Deverill Hall, Church Street, Longbridge Deverill, Warminster, Wiltshire	Warminster Without	South West Wiltshire	No change to existing arrangements

Polling District	Polling District Name	Electorate as 1 December 2011	Polling Place	Polling Districts assigned to polling station	Polling Station	Unitary Division	Parliamentary Constituency	Comments
FM	Maiden Bradley	250	Maiden Bradley	FM	Maiden Bradley Village Hall, Maiden Bradley, Warminster, Wilts	<b>Warminster Without</b>	South West Wiltshire	No change to existing arrangements
GO1	Sutton Veny	583	Sutton Veny	GO1	Sutton Veny Village Hall, High Street, Sutton Veny, Warminster, Wiltshire	<b>Warminster Without</b>	South West Wiltshire	No change to existing arrangements
IB6	Upton Scudamore	257	Upton Scudamore	IB6	St Marys Church, St Marys Church, Upton Scudamore, Warminster, Wiltshire	<b>Warminster Without</b>	South West Wiltshire	No change to existing arrangements

Polling District	Polling District Name	Electorate as 1 December 2011	Polling Place	Polling Districts assigned to polling station	Polling Station	Unitary Division	Parliamentary Constituency	Comments
SD1	Avebury	410	Avebury	SD1,ZD2,ZI1,ZI2	Social Centre, High Street, Avebury, Marlborough, Wiltshire	West Selkley	Devizes	No change to existing arrangements
ZD2	East Kennett	89	Avebury	SD1,ZD2,ZI1,ZI2	Social Centre, High Street, Avebury, Marlborough, Wiltshire	West Selkley	Devizes	No change to existing arrangements
ZI1	Winterbourne Monkton	126	Avebury	SD1,ZD2,ZI1,ZI2	Social Centre, High Street, Avebury, Marlborough, Wiltshire	West Selkley	Devizes	No change to existing arrangements
ZI2	Berwick Bassett	34	Avebury	SD1,ZD2,ZI1,ZI2	Social Centre, High Street, Avebury, Marlborough, Wiltshire	West Selkley	Devizes	No change to existing arrangements
SJ1	Broad Hinton	511	Broad Hinton	SJ1,ZH1	Broad Hinton Village Hall, Yew Tree Lane, Broad Hinton, Swindon, Wiltshire	West Selkley	Devizes	No change to existing arrangements
ZH1	Winterbourne Bassett	129	Broad Hinton	SJ1,ZH1	Broad Hinton Village Hall, Yew Tree Lane, Broad Hinton, Swindon, Wiltshire	West Selkley	Devizes	No change to existing arrangements
WP1	Mildenhall	397	Mildenhall	WP1	Mildenhall Village Hall, Mildenhall, Marlborough, Wiltshire	West Selkley	Devizes	No change to existing arrangements
XD1	Ogbourne St. Andrew	311	Ogbourne St George	XD1,XE1	Ogbourne St George Village Hall, Ogbourne St. George, Marlborough, Wiltshire	West Selkley	Devizes	No change to existing arrangements
XE1	Ogbourne St. George	368	Ogbourne St George	XD1,XE1	Ogbourne St George Village Hall, Ogbourne St. George, Marlborough, Wiltshire	West Selkley	Devizes	No change to existing arrangements
XI1	Preshute	115	West Overton	XI1,YA1,ZD1,ZD3	Kennet Valley Hall, Lockeridge, Marlborough, Wiltshire	West Selkley	Devizes	No change to existing arrangements
YA1	Savernake	212	West Overton	XI1,YA1,ZD1,ZD4	Kennet Valley Hall, Lockeridge, Marlborough, Wiltshire	West Selkley	Devizes	No change to existing arrangements
ZD1	Fyfield and Overton (West Overton Ward)	545	West Overton	XI1,YA1,ZD1,ZD5	Kennet Valley Hall, Lockeridge, Marlborough, Wiltshire	West Selkley	Devizes	No change to existing arrangements
ZD3	Fyfield and Overton (Fyfield Ward)	161	West Overton	XI1,YA1,ZD1,ZD6	Kennet Valley Hall, Lockeridge, Marlborough, Wiltshire	West Selkley	Devizes	No change to existing arrangements



Polling District	Polling District Name	Electorate as 1 December 2011	Polling Place	Polling Districts assigned to polling station	Polling Station	Unitary Division	Parliamentary Constituency	Comments
IJ1	Westbury (Westbury Laverton Ward) (Part 4)	2,329	Westbury	IJ1	Laverton Hall, Bratton Road, Westbury, Wiltshire	Westbury East	South West Wiltshire	No change to existing arrangements
II2	Westbury (Westbury Laverton Ward) (Part 2)	337	Westbury	II2,IL2	United Reformed Church, Church Hall, The Butts, Westbury, Wiltshire	Westbury East	South West Wiltshire	No change to existing arrangements
IL2	Westbury (Westbury Ham) (Part 4)	227	Westbury	II2,IL2	United Reformed Church, Church Hall, The Butts, Westbury, Wiltshire	Westbury East	South West Wiltshire	Merge polling district with II2. No change to polling station.
II1	Westbury (Westbury Laverton Ward) (Part 1)	755	Westbury	II1	Westbury Leigh Community Hall, Westbury Leigh, Westbury, Wiltshire	Westbury East	South West Wiltshire	No change to existing arrangements
FB1	Heywood (Heywood Storridge Ward)	256	Westbury	FB1	B R Staff Association Club, Station Approach, Westbury, Wiltshire	Westbury North	South West Wiltshire	No change to existing arrangements
IK1	Westbury (Westbury Ham) (Part 1)	1,506	Westbury	IJ2, IK1	Bell Orchard, Field Close, Westbury, Wilts	Westbury North	South West Wiltshire	No change to existing arrangements
IJ2	Westbury (Westbury Laverton Ward) (Part 5)	149	Westbury	IJ2, IK1	Bell Orchard, Field Close, Westbury, Wilts	Westbury North	South West Wiltshire	Merge polling district with IK1. change of polling station (previously allocated to Westbury Methodist Church).
IK2	Westbury (Westbury Ham) (Part 2)	1,410	Westbury	IK2	Westbury Methodist Church, Station Road, Westbury	Westbury North	South West Wiltshire	No change to existing arrangements
II3	Westbury (Westbury Laverton Ward) (Part 3)	620	Westbury	II3,IL1,IL3, IM1	Westbury Youth Centre, Eden Vale Road, Westbury, Wiltshire	Westbury West	South West Wiltshire	No change to existing arrangements
IL1	Westbury (Westbury Ham) (Part 3)	1,546	Westbury	II3,IL1,IL3, IM1	Westbury Youth Centre, Eden Vale Road, Westbury, Wiltshire	Westbury West	South West Wiltshire	No change to existing arrangements
IL3	Westbury (Westbury Ham) (Part 5)	272	Westbury	II3,IL1,IL3, IM1	Westbury Youth Centre, Eden Vale Road, Westbury, Wiltshire	Westbury West	South West Wiltshire	Merge polling district with II3. No change to polling station.
IM1	Westbury (Westbury Ham) (Part 6)	1,367	Westbury	II3,IL1,IL3, IM1	Westbury Youth Centre, Eden Vale Road, Westbury, Wiltshire	Westbury West	South West Wiltshire	No change to existing arrangements
BN	Quidhampton	314	Quidhampton	BN	Quidhampton Village Hall, Lower Road, Quidhampton, Salisbury, Wilts	Wilton and Lower Wylve Valley	Salisbury	No change to existing arrangements
DB	South Newton	607	South Newton	DB	South Newton & Great Wishford Village Hall, South Newton, Salisbury, Wilts	Wilton and Lower Wylve Valley	Salisbury	No change to existing arrangements
DI	Wilton (Part 1)	1,325	Wilton	DI,DQ	Community Centre, West Street, Wilton, Salisbury, Wilts	Wilton and Lower Wylve Valley	Salisbury	No change to existing arrangements
DQ	Wilton (Part 3)	622	Wilton	DI,DQ	Community Centre, West Street, Wilton, Salisbury, Wilts	Wilton and Lower Wylve Valley	Salisbury	No change to existing arrangements
DP	Wilton (Part 2)	923	Wilton	DP	Wilton & Barford C E Primary School, Burcombe Lane, Wilton, Salisbury, Wiltshire	Wilton and Lower Wylve Valley	Salisbury	No change to existing arrangements
FK1	Limpley Stoke	468	Limpley Stoke	FK1	Limpley Stoke Village Hall, Middle Stoke, Limpley Stoke, Wilts	Winsley and Westwood	Chippenham	No change to existing arrangements

Polling District	Polling District Name	Electorate as 1 December 2011	Polling Place	Polling Districts assigned to polling station	Polling Station	Unitary Division	Parliamentary Constituency	Comments
IP1	Westwood	970	Westwood	IP1	Westwood Social Club, Orchard Close, Lower Westwood, Bradford on Avon, Wiltshire	<b>Winsley and Westwood</b>	Chippenham	No change to existing arrangements
IQ1	Wingfield (Part 1)	280	Wingfield	IQ1,IQ2	The Poplars Inn, Shop Lane, Wingfield, Trowbridge, Wiltshire	<b>Winsley and Westwood</b>	South West Wiltshire	No change to existing arrangements
IQ2	Wingfield (Part 2)	69	Wingfield	IQ1,IQ2	The Poplars Inn, Shop Lane, Wingfield, Trowbridge, Wiltshire	<b>Winsley and Westwood</b>	South West Wiltshire	No change to existing arrangements
IR1	Winsley	1,644	Winsley	IR1	St Nicholas Church Hall, St Nicholas Church Hall, Winsley, Wiltshire	<b>Winsley and Westwood</b>	Chippenham	No change to existing arrangements

Polling District	Polling District Name	Electorate as 1 December 2011	Polling Place	Polling Districts assigned to polling station	Polling Station	Unitary Division	Parliamentary Constituency	Comments
DT	Clarendon Park	185	Alderbury	AA,AB,DT	Alderbury Village Hall, Rectory Road, Alderbury, Salisbury, Wilts	Winterslow	Salisbury	Change of polling station (previously allocated to caravan, Marshmead close). Polling place outside of polling district.
DK	Firsdawn	523	Winterslow	DM, DK	The Pavilion, Recreation Ground, Middle Winterslow, Salisbury, Wilts	Winterslow	Salisbury	Change of polling station (previously allocated to caravan, 7 fir's road). Polling place outside of polling district.
DM	Winterslow (Part 1)	671	Winterslow	DM, DK	The Pavilion, Recreation Ground, Middle Winterslow, Salisbury, Wilts	Winterslow	Salisbury	No change to existing arrangements
BM1	Pitton and Farley (Farley Ward)	270	Pitton and Farley	BM1	Farley Village Hall, Church Road, Farley	Winterslow	Salisbury	No change to existing arrangements
BM2	Pitton and Farley (Pitton Ward)	373	Pitton and Farley	BM2	Pitton Village Hall, Pitton, Salisbury, Wilts	Winterslow	Salisbury	No change to existing arrangements
DF	West Dean	174	West Dean	DF	King Georges Hall, West Dean, Salisbury, Wilts	Winterslow	Salisbury	No change to existing arrangements
DR	Winterslow (Part 2)	985	Winterslow	DR	Winterslow Village Hall, Middleton Road, Winterslow, Salisbury, Wiltshire	Winterslow	Salisbury	No change to existing arrangements
MJ1	Broad Town	496	Broad Town	MJ1	Broad Town Village Hall, Broad Town, Swindon, Wilts	Wootton Bassett East	North Wiltshire	No change to existing arrangements
OQ1	Lydiard Millicent	1,298	Lydiard Millicent	OQ1	Parish Hall, The Street, Lydiard Millicent, Swindon, Wilts	Wootton Bassett East	North Wiltshire	No change to existing arrangements
OR1	Lydiard Tregoz	419	Lydiard Tregoz	OR1	Hook Village Hall, Hook, Swindon, Wilts	Wootton Bassett East	North Wiltshire	No change to existing arrangements
PU3	Wootton Bassett South Ward (Part 3)	1,257	Wootton Bassett	PU3,PU4,PV2,PU5,PV1	Lime Kiln Leisure Centre, Lime Kiln, Wootton Bassett	Wootton Bassett East	North Wiltshire	No change to existing arrangements
PU4	Wootton Bassett South Ward (Part 4)	194	Wootton Bassett	PU3,PU4,PV2,PU5,PV1	Lime Kiln Leisure Centre, Lime Kiln, Wootton Bassett	Wootton Bassett East	North Wiltshire	Merge polling district with PU3. No change to polling station.
PV2	Wootton Bassett North Ward (Part 2)	43	Wootton Bassett	PU3,PU4,PV2,PU5,PV1	Lime Kiln Leisure Centre, Lime Kiln, Wootton Bassett	Wootton Bassett East	North Wiltshire	Merge polling district with PU3. No change to polling station.
PU5	Wootton Bassett South Ward (Part 5)	240	Wootton Bassett	PU3,PU4,PV2,PU5,PV1	Lime Kiln Leisure Centre, Lime Kiln, Wootton Bassett	Wootton Bassett North	North Wiltshire	Merge polling district with PV1. No change to polling station.
PV1	Wootton Bassett North Ward (Part 1)	3,444	Wootton Bassett	PU3,PU4,PV2,PU5,PV1	Lime Kiln Leisure Centre, Lime Kiln, Wootton Bassett	Wootton Bassett North	North Wiltshire	Split polling district due to size. No change to polling station.
PU1	Wootton Bassett South Ward (Part 1)	3,888	Wootton Bassett	PU1,PU2	Memorial Hall, Station Road, Wootton Bassett, Wilts	Wootton Bassett South	North Wiltshire	Split polling district due to size. No change to polling station.
PU2	Wootton Bassett South Ward (Part 2)	237	Wootton Bassett	PU1,PU2	Memorial Hall, Station Road, Wootton Bassett, Wilts	Wootton Bassett South	North Wiltshire	Merge polling district with PU1. No change to polling station.

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**Wiltshire Council**

**Council**

**10 July 2012**

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## **Returning Officers fees and expenses**

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

- 1.1. The Representation of the People Act 1983 makes provision for a scale of expenses to be fixed for the purpose of determining the Returning Officer's expenditure. In cases where such a scale has been fixed, the scale must not be exceeded. Traditionally the common scale used across Wiltshire was updated every two years, but this was last reviewed in November 2008 in preparation for the new Council elections.
- 1.2. Generally the present scale is fair and workable, but there are a few areas where an improvement is recommended. These are set out below.

### **2. Background**

- 2.1. Under the regulations, elections are categorised as either "local" (i.e. parish, district, county or unitary) or "Parliamentary" (i.e. Westminster, European, and by implication the AV referendum and the new Police and Crime Commissioner elections). These "Parliamentary" elections have their own fees and charges, set by the Ministry of Justice under Order, and lie outside the Council's remit. Expenditure on these elections is reclaimed from government via a very detailed claims procedure, which scrutinises all expenditure for accuracy and reasonableness.
- 2.2. The council's existing scheme for local elections is appended at A. Prior to 2006, polling hours were different for local elections, and polling staff fees were set at a percentage of the "parliamentary" elections. Now that polling hours are standardised, the polling staff fees are set at the latest nationally approved Parliamentary rates.
- 2.3. The Wiltshire scale is regularly monitored against other councils, although it is hard to get a like for like direct equivalent, because very few councils have the geographical or electorate size that we have. It would be dangerous to slavishly follow any single model – some councils have fees based on a rate per elector which would result in Returning Officer fees being 100% higher than the current Wiltshire scheme for a single tier election, which would clearly not be appropriate.

- 2.4. The better starting point to monitor fees would be to look at the amounts set for Returning Officer fees by the Ministry of Justice for European and Parliamentary elections. The Wiltshire scale accords well with the principles and amounts of the Ministry of Justice rates, and results in fees considerably lower than many of those benchmarked.
- 2.5. Appendix B shows a scale proposed for 1 April 2013. All amounts are maxima, i.e. the scale is required to show the maximum amount recoverable from the Council. For example, many parish vacancies result in uncontested elections, but no fee is paid, showing a considerable saving each year.

### **3. Deputy Returning Officers (new)**

- 3.1. It is important to recognise the difference between Deputy Returning Officers with Full Powers, and Deputy Returning Officers with Limited Powers. As the names imply, a Full Deputy has all the powers of the Returning Officer, but the powers of a Limited Deputy are confined to those conferred on him under the delegation. Typically a Deputy with Limited Powers would be appointed to oversee a major process, e.g. a remote count, but the extent of the delegation can be as broad or as limited as the Returning Officer wishes. For convenience, both types of Deputy tend to be referred to as a DRO.
- 3.2. It is quite usual for councils to appoint a Deputy with Full Powers, often more than one, even in a small council. The Returning Officer could be unavailable for the conduct of part or the whole election, which in the case of a Parliamentary election is just over three working weeks, and the responsibilities and liabilities of the Returning Officer commence with many statutory procedures and notices well in advance of polling day. Secondly, there are key stages in the process which should be overseen by the Returning Officer, e.g. the receipt of nominations and postal voting, plus on a wider level every part of the conduct of the election is open to challenge. Given the logistics of the operation in Wiltshire, it is not feasible to contemplate an election without at least two Deputies with Full Powers, which represents a considerable reduction from the previous system of a Returning Officer and Deputy in each of the five councils.
- 3.3. The present scheme adequately recognises the position of a DRO with Limited Powers to run a count, either for a casual vacancy or for main elections. However in 2009, there was some difficulty in recognising the position of a DRO with Full Powers in that the DRO fee listed refers to the count, not the full election process. For completeness, it is felt a new heading should be added to the scale of fees and charges, setting the fees of a Deputy with Full Powers at a figure not exceeding one third of the Returning Officers fees.
- 3.4. In submitting claims to the Election Claims Unit for the 2010 Parliamentary elections and the 2011 AV referendum, the Returning Officer's policy and practice for determining the breakdown of fees to Full and Limited Powers Deputies was included with the claim, and this was settled in full without dispute. It can therefore be demonstrated that the principles of Wiltshire's DRO fees for both Full and Limited Deputies have

passed scrutiny at national level for the national elections, and can reasonably be adopted in to the local scale of fees and charges with confidence.

- 3.5. The fees for Deputy Returning Officers with Limited Powers (count), for both local and Parliamentary elections result in payments to those DRO's (Limited) which are broadly the same as for other councils, indicating that the local scale and the Returning Officer's Parliamentary formula are realistic and robust.

#### **4. Counting Assistant (B3 and B4)**

- 4.1. Polling hours were changed in 2006, with a close at 10pm instead of 9pm. Although polling staff double up as counting staff for casual vacancies, it is still necessary at larger casual vacancies to find additional count staff, especially where counting sheets are required, as this is a very time consuming task. It is not felt that the current fee of £15 an hour before tax is appropriate, and £20 per hour would be more reasonable. Casual vacancy counts do not normally exceed two hours.

#### **5. Count supervisor (new)**

- 5.1. Count fees for main elections are calculated by reference to the scale and then apportioned back according to the hours worked. However for casual vacancies, it is not always possible for the DRO at a larger count to both supervise the process and undertake all the non-count activities including liaison with candidates and accounting for all the secure paperwork. It is usual for one of the more experienced count staff to be nominated to assist the DRO, and it is felt this should be recognised.
- 5.2. This would be a new fee, and would not always be payable, as smaller counts would probably allow the DRO to undertake those tasks without additional help.

#### **6. Mileage (update)**

- 6.1. Mileage rates have changed considerably over the years, and it is felt it would be much better to tie them to HMRC rates

#### **7. Parish polls (update for consistency)**

- 7.1. Parish polls can be demanded under the 1972 Local Government Act, and are regulated by their own set of rules. With changes in election regulations over the last few years, parish polls retain a lot of the characteristics of elections from many years ago, e.g. no postal voting, no poll cards. Ballot papers still have to have counterfoils, and stamping instruments are still used.
- 7.2. The present scale of fees and charges addresses most of the issues, but for completeness, headings B3, B4, B5, B10 and B11 (subject to paragraph 6.1 above) should be brought into line with the rates for parish

elections. Half fees are payable to polling staff, because polling hours are reduced to 4pm to 9pm.

## **Equalities Impact of the Proposal**

7.3. There are no equality implications arising from this report.

## **8. Risk Assessment**

8.1. There are no significant risks attached to these proposals, and the maintenance of an up to date set of fees and charges caps the expenditure permitted on elections.

## **9. Financial Implications**

9.1. There are unlikely to be any significant financial consequences arising from this review.

## **10. Legal Implications**

10.1. It is not a legal requirement to have a scale of fees and charges, but the presence of one effectively regulates the Returning Officer's maximum expenditure to be paid by the Council.

10.2. Legal advice confirms that the payments to the Returning Officer and Deputies with Full Powers are currently superannuable, and the relevant deductions have been made since 2009

## **11. Recommendations**

**It is recommended:**

**11.1. A new heading be included in the scale of fees and charges for the payment of Deputy Returning Officers with Full Powers, and the level be set at one third (33.3%) of the Returning Officer's fee according to the scale.**

**11.2. Fees for counting assistants be raised from £15 per hour to £20 per hour.**

**11.3. A new heading be introduced to enable count supervisors at casual vacancy counts, where appropriate, to be paid at a rate of £25 per hour.**

**11.4. Mileage rates for all elections and polls be set at the HMRC rate in force at the time**

**11.5. Headings B3, B4, B5, B10 and B11 (subject to paragraph 6.1 above) relating to parish polls should be brought into line with the rates for parish elections**



**11.6. Other than the amendments set out above, no change be made to the 2009 scale of fees and charges, with the new scheme to take effect from 1 April 2013**

**Dr Carlton Brand  
Corporate Director and Returning Officer**

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26 June 2012

### **Background Papers**

None

### **Appendices**

A – Scale of fees and charges from April 2009  
B – Scale of fees and charges proposed from 1 April 2013

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**APPENDIX A - Scale of fees and charges from April 2009**

Description	Last set >>>>		2006	2006	05/05/05	05/05/05	10/06/04	2006	2006	Notes
	Parish or parish ward	District ward	Unitary division	Parliamentary	European	Parish with D or C	Parish poll			

**CONTESTED ELECTIONS**

**A RETURNING OFFICERS FEE**

A1	Returning Officers personal fee - first 500 electors	£32.00	£24.00	£25.00				£19.00	£32.00	
A2	Returning Officers personal fee - each subsequent 250 electors or part 250 electors	£8.50	£8.50	£9.00				£4.00	£8.50	
1.2	Parliamentary per constituency				£2,500.00					
2.2	To provide training, for each training session for Presiding Officers and Poll Clerks	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£40.00	
	EUROPEAN ONLY - LRO personal fee					£1,083.00				
A3	Returning Officers personal fee - first 50 postal voters	£12.00	£12.00	£12.00				£12.00		
A4	Returning Officers personal fee - each subsequent 50 postal voters, or part 50	£2.50	£2.50	£2.50				£2.50		
A5	Returning Officers personal fee - poll cards per contest <b>OR</b>	£14.00	£14.00	£14.00				£14.00		
A6	Returning Officers personal fee - poll cards per 100 poll cards, whichever is the greater	£0.23	£0.23	£0.23				£0.23		

**B DISBURSEMENTS**

B1	Presiding Officer fee (or as per Parliamentary / European Order)	£175.00	£175.00	£175.00	£175.00	£175.00	£175.00	£175.00	£87.50	
2.7	Additional sum for Presiding Officer / Poll Clerk training	£40.00	£40.00	£40.00	£40.00	£40.00	£40.00	£40.00	£40.00	
B2	Poll Clerk fee (or as per Parliamentary / European Order)	£105.00	£105.00	£105.00	£105.00	£105.00	£105.00	£105.00	£52.50	
2.6	Additional sum for Poll Clerk training	£40.00	£40.00	£40.00	£40.00	£20.00	£40.00	£40.00	£40.00	
B3	Counting assistant (first hour)	£15.00	£15.00	£15.00				£15.00		
B4	Counting assistant (subsequent hour or part hour)	£15.00	£15.00	£15.00				£15.00		
B5	Deputy Returning Officer (Count only) in addition to Count Assistant fee	£28.00	£28.00	£40.00				£28.00		
B6a	For the issue and receipt of postal votes, per postal vote OR	£0.60	£0.60	£0.60	£0.60			£0.60		
B6b	For the issue and receipt of postal votes, per person per hour	£5.50	£5.50	£5.50				£5.50		
B7	For the manual preparation of poll cards (per 100 poll cards)	£6.00	£6.00	£6.00				£6.00	£6.00	
B8	Checking and sorting of poll cards prepared by computer (per 100 poll cards)	£1.50	£1.50	£1.50				£1.50	£1.50	
B9	Clerical assistance, per 1,000 electors	£60.00	£60.00	£60.00				£60.00	£60.00	
3.1	PARLIAMENTARY ONLY Poll cards, count and clerical, per constituency				£8,000.00					
3.4	PARLIAMENTARY AND EUROPEAN ONLY per recount				£500.00	£500.00				
	EUROPEAN ONLY Clerical, i.e. count, poll cards, postal votes and clerical, per 30,000 electors					£4,300.00				
B10	To purchase, hire, alter or repair each stamping instrument	£1.50	£1.50	£1.50				£1.50		
B11	Mileage, per mile	£0.47	£0.47	£0.47				£0.47		
B12	Visiting Officers (Visiting Offices to attend Presiding Officer training)	£175.00	£175.00	£175.00				£175.00	£87.50	

**C ACTUAL AND NECESSARY**

C1	For all computer services relating to the production of poll cards									
C2	Printing and providing ballot papers									
C3	Printing and providing poll cards									
C4	Printing, providing and publishing notices in connection with the election									
C5	Renting, heating, lighting and cleaning premises in connection with the election									
C6	Adapting premises for the election and restoring it to the original condition									
C7	The hire and repair of ballot boxes									
C8	The transportation of ballot boxes									
C9	Copies of the register (as per regulations)									
C10	Stationery, postage, telephones, bank charges and miscellaneous									

**UNCONTESTED ELECTIONS**

D1	Returning Officers personal fee - uncontested election	£19.00	£30.00	£30.00		£439.67			
	EUROPEAN ELECTION ONLY Assistance to LRO					£1,088.30			

**COUNTERMANDED ELECTIONS**

E1	Returning Officers personal fee - uncontested election	£19.00	£28.00	£28.00					
E2	Returning Officers personal fee - (if countermanded after the close of withdrawals)	£25.00	£34.00	£34.00					

## APPENDIX B - Scale of fees and charges from April 2013

Description	Parish or parish ward	Unitary division	Parish with unitary	Parish poll	Notes
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### CONTESTED ELECTIONS

#### A RETURNING OFFICERS FEE

A1	Returning Officers personal fee - first 500 electors	£32.00	£25.00	£19.00	£32.00	No change proposed for 2013
A2	Returning Officers personal fee - each subsequent 250 electors or part 250 electors	£8.50	£9.00	£4.00	£8.50	No change proposed for 2013
2.2	To provide training, for each training session for Presiding Officers and Poll Clerks	£150.00	£150.00	£150.00	£40.00	No change proposed for 2013
A3	Returning Officers personal fee - first 50 postal voters	£12.00	£12.00	£12.00		No change proposed for 2013
A4	Returning Officers personal fee - each subsequent 50 postal voters, or part 50	£2.50	£2.50	£2.50		No change proposed for 2013
A5	Returning Officers personal fee - poll cards per contest <b>OR</b>	£14.00	£14.00	£14.00		No change proposed for 2013
A6	Returning Officers personal fee - poll cards per 100 poll cards, whichever is the greater	£0.23	£0.23	£0.23		No change proposed for 2013

#### AA DEPUTY RETURNING OFFICER WITH FULL POWERS FEE

AA1	Maximum of one third of Returning Officers fees as set out at A above					New from 2013 - see paragraph 3 of report
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#### B DISBURSEMENTS

B1	Presiding Officer fee (or as per Parliamentary / European Order)	£195.00	£195.00	£195.00	£97.50	Updated in line with Parliamentary fees
2.7	Additional sum for Presiding Officer / Poll Clerk training	£50.00	£50.00	£50.00	£50.00	Linked to national rates, now £50
B2	Poll Clerk fee (or as per Parliamentary / European Order)	£115.00	£115.00	£115.00	£57.50	Updated in line with Parliamentary fees
2.6	Additional sum for Poll Clerk training	£50.00	£50.00	£50.00	£50.00	Linked to national rates, now £50
B3	Counting assistant (first hour)	£20.00	£20.00	£20.00	£20.00	See paragraphs 4 and 7 of report
B4	Counting assistant (subsequent hour or part hour)	£20.00	£20.00	£20.00	£20.00	See paragraphs 4 and 7 of report
B4b	Count supervisor, if required	£25.00	£25.00	£25.00	£25.00	New - see paragraph 5 of the report
B5	Deputy Returning Officer (Count only) in addition to Count Assistant fee	£28.00	£40.00	£28.00		No change proposed for 2013
B6a	For the issue and receipt of postal votes, per postal vote OR	£0.60	£0.60	£0.60		No change proposed for 2013
B6b	For the issue and receipt of postal votes, per person per hour	£5.50	£5.50	£5.50		No change proposed for 2013
B7	For the manual preparation of poll cards (per 100 poll cards)	£6.00	£6.00	£6.00		No change proposed for 2013, not applicable to parish polls
B8	Checking and sorting of poll cards prepared by computer (per 100 poll cards)	£1.50	£1.50	£1.50		No change proposed for 2013, not applicable to parish polls
B9	Clerical assistance, per 1,000 electors	£60.00	£60.00	£60.00	£60.00	No change proposed for 2013
B10	To purchase, hire, alter or repair each stamping instrument	£1.50	£1.50	£1.50	£1.50	No change proposed for 2013, other than for parish polls
B11	Mileage, per mile	£0.47	£0.47	£0.47		Change to HMRC rate
B12	Visiting Officers (Visiting Offices to attend Presiding Officer training)	£195.00	£195.00	£195.00	£97.50	To be maintained in line with Presiding Officer rate

#### C ACTUAL AND NECESSARY

C1	For all computer services relating to the production of poll cards					Amount to be as incurred
C2	Printing and providing ballot papers					Amount to be as incurred
C3	Printing and providing poll cards					Amount to be as incurred
C4	Printing, providing and publishing notices in connection with the election					Amount to be as incurred
C5	Renting, heating, lighting and cleaning premises in connection with the election					Amount to be as incurred
C6	Adapting premises for the election and restoring it to the original condition					Amount to be as incurred
C7	The hire and repair of ballot boxes					Amount to be as incurred
C8	The transportation of ballot boxes					Amount to be as incurred
C9	Copies of the register (as per regulations)					Amount to be as incurred
C10	Stationery, postage, telephones, bank charges and miscellaneous					Amount to be as incurred

## UNCONTESTED ELECTIONS

D1	Returning Officers personal fee - uncontested election	£19.00	£30.00	£30.00		Unchanged since 2006
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## COUNTERMANDED ELECTIONS

E1	Returning Officers personal fee - uncontested election	£19.00	£28.00			Unchanged since 2006
E2	Returning Officers personal fee - (if countermanded after the close of withdrawals)	£25.00	£34.00			Unchanged since 2006

**Wiltshire Council**

**Council**

**10 July 2012**

## **Police and Crime Panel – Panel Arrangements**

### **Background**

1. Council at its meeting on 15 May 2012 was informed of the requirement placed on local authorities in each police force area by the Police Reform and Social Responsibility Act 2011, to establish and maintain a Police and Crime Panel for its police force area.
2. Council appointed its councillors to the Panel and the Panel has now met for the first time.

### **Panel Arrangements**

3. Local authorities are also required in accordance with Schedule 6 to the Act to make panel arrangements for the Panel. These arrangements facilitate the requirement to establish and maintain the Panel under the Act.
4. These arrangements must make provision for the co-option of, and holding of office by, the co-opted members of the Panel, must provide for the term of office of both appointed and co-opted members and for the resignation and removal of members.
5. Each local authority within the police force area and each member of the Panel must comply with the Panel arrangements and for this reason both the local authorities and the Panel must approve the Panel arrangements.
6. Swindon Borough Council agreed the arrangements at their meeting on 20 June as did the Panel at its meeting on 21 June 2012.
7. The Home Secretary has set a deadline of 16 July 2012 for Councils to have agreed the Panel arrangements and to notify her that this has been done.
8. The Wiltshire Police and Crime Panel arrangements are circulated herewith at Appendix 1 to this report and the Council is asked to agree them.

## **Terms Of Reference And Rules Of Procedure**

9. Police and Crime Panels must also make rules of procedure and whilst there is no requirement for Councils to agree these, they are circulated for information at Appendix 2 to this report.
10. These have also been agreed by Swindon Borough Council and the Panel.

## **Detailed Regulations**

11. Both the Panel arrangements and rules of procedure have been based on guidelines issued by the Local Government Association. However detailed regulations are expected to be released soon by the Home Office and these may impact on the content of both documents. Members are asked to note therefore that some amendments may be necessary in due course.

## **Proposals**

### **That Council**

1. **agrees and endorses the Panel arrangements as circulated at Appendix 1;**
2. **notes the terms of reference and rules of procedure for the Panel circulated at Appendix 2 and**
3. **delegates to the Monitoring Officer authorisation to make any appropriate consequential changes to the Council's constitution.**

**Ian Gibbons  
Monitoring Officer**

**July 2012**



## Wiltshire Police and Crime Panel

### Panel Arrangements

This Agreement is dated the        day of        2012.

The Agreement is made between Wiltshire Council and Swindon Borough Council (“the Authorities”)

#### **1.0 Background**

- 1.1 The Police Reform and Social Responsibility Act 2011 (‘the Act’) introduces new structural arrangements for national policing, strategic police decision making, neighbourhood policing and police accountability.
- 1.2 The Act provides for the election of a Police and Crime Commissioner (‘the PCC’) for a police force area, responsible for securing an efficient and effective police force for their area, producing a police and crime plan, recruiting the Chief Constable for an area, and holding him/her to account, publishing certain information including an annual report, setting the force budget and police precept and requiring the Chief Constable to prepare reports on police matters. The PCC must co-operate with local community safety partners and criminal justice bodies.
- 1.3 The Act requires the local authorities in each police force area to establish and maintain a Police and Crime Panel (‘the Panel’) for its police force area. It is the responsibility of the Authorities for the police force area to make arrangements for the Panel (‘Panel Arrangements’).
- 1.4 The Authorities, as the relevant local authorities within the area must agree to the making and modification of the Panel Arrangements. Where an authority has refused to nominate a member to a panel, then the remaining councils in an area can agree the panel arrangements without the need to get the agreement of the council that is refusing to participate.
- 1.5 Each Authority and each Member of the Panel must comply with the Panel Arrangements.
- 1.6 The functions of the Panel must be exercised with a view to supporting the effective exercise of the functions of the PCC for that police force area.
- 1.7 The Panel must have regard to the Policing Protocol issued by the Home Secretary, which sets out the ways in which the Home Secretary, the PCC, the Chief Constable and the Panel should exercise, or refrain from exercising, functions so as to encourage, maintain or improve working relationships

(including co-operative working); and limit or prevent the overlapping or conflicting exercise of functions.

1. 8 The Panel is a scrutiny body with responsibility for scrutinising the PCC and promoting openness in the transaction of police business in the police force area.

1. 9 The Panel is a joint committee of the Authorities.

## **2.0 Lead Authority**

2. 1 Wiltshire Council shall be lead authority for the Panel and shall provide such administrative and other support as will be necessary to enable the Panel to undertake its functions.

## **3.0 Membership**

### **3.1 General**

3. 2 Appointments of elected members to the Panel shall be made by each of the Authorities in accordance with their own procedures and with a view to ensuring that the balanced appointment objective of the Act is met so far as is reasonably practicable.

All members of the Authorities are eligible to be members of the Panel.

The Lead Authority shall take steps to coordinate the Authorities with a view to ensuring that the balanced appointment objective is achieved. The balanced appointment objective requires that the local authority Members of the Panel (which includes Members appointed by the Authorities and co-opted Members who are elected Members of any of the Authorities) should:

- a) represent all parts of the police force area;
- b) represent the political make-up of the Authorities; and,
- c) taken together have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.

Where an Authority fails to nominate, or having nominated then fails to appoint, a member to a panel the Lead authority shall notify the Home Office.

3. 3 In appointing co-opted Members who are not elected members of any of the Authorities, the Panel must secure, so far as is reasonably practicable that the appointed and co-opted Members of the Panel, together have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.

3. 4 The Panel shall consist of ten Members appointed by the Authorities in accordance with the requirements of the balanced appointment objective contained within the Act, as follows:

Wiltshire Council = 7 members

Swindon Borough Council = 3 members

3. 5 The Panel shall also include two independent Members co-opted by the Panel.
3. 6 The Panel may also resolve to co-opt further Members with the agreement of the Secretary of State provided that the number of co-opted Members included in the Membership of the Panel shall not exceed 10. A panel cannot co-opt a councillor unless all the panel members agree, and any councillor co-options have to be notified to the Home Office as do any resolutions to co-opt additional members.
3. 7 The current arrangements that exist within the Authorities for the appointment of substitute members/deputies will apply to the Panel.
- 3. 8 Appointed Members**
3. 9 The Authorities shall each nominate elected members to be Members of the Panel. If a nominated Member agrees to the appointment the Authority may appoint the Member as a Member of the Panel.
3. 10 In the event that an Authority does not appoint a Member or Members in accordance with these requirements, the Secretary of State must appoint a Member to the panel from the defaulting authority in accordance with the provisions in the Act.
3. 11 With a view to ensuring continuity of membership as far as possible, an appointed Member shall be a Member of the Panel for four years unless s/he ceases to be an elected Member, or is removed by their Authority.
3. 12 An Authority may decide in accordance with their procedures to remove their appointed Member from the Panel at any point and on doing so shall give notice to the Head of Democratic Services at Wiltshire Council.
- 3.13 Where a Panel member fails to attend meetings of the Panel over a six month period then the Lead authority shall recommend to the relevant authority that due consideration is given to removing the member from the Panel and to the appointment of a replacement member.
3. 14 An appointed Member may resign from the Panel by giving written notice to the Head of Democratic Services at Wiltshire Council and to their Authority.
3. 15 In the event that any appointed Member resigns from the Panel, or is removed from the Panel by an Authority, the Authority shall immediately take steps to nominate and appoint an alternative Member to the Panel.

3. 16 Members appointed to the Panel may be re-appointed to the Panel for a further term of four years provided that the balanced appointment objective is met by that re-appointment.

### **3. 17 Co-opted Members**

3. 18 The following may not be co-opted Members of the Panel:

- a) the PCC for the Police Area.
- b) a member of staff of the PCC for the area.
- c) a member of the civilian staff of the Police Force for the area.
- d) a Member of Parliament.
- e) a Member of the National Assembly for Wales.
- f) a Member of the Scottish Parliament.
- g) a Member of the European Parliament.
- h) a serving police officer

3. 19 An elected member of any of the Authorities may not be a co-opted Member of the Panel where the number of co-opted Members is two.

3. 20 If the Panel has three or more co-opted Members an elected member of any of the Authorities may be a co-opted Member of the Panel provided that at least two of the other co-opted Members are not elected members of any of the Authorities.

3. 21 A co-opted Member shall be a Member of the Panel for four years.

3. 22 The Panel shall put in place arrangements to ensure that appointments of co-opted Members are undertaken following public advertisement in accordance with the following principles:

- a) The appointment will be made on merit of candidates whose skills, experience and qualities are considered best to ensure the effective functioning of the Panel;
- b) The selection process must be fair, objective, impartial and consistently applied to all candidates who will be assessed against the same pre determined criteria; and,
- c) The selection process will be conducted transparently with information about the requirements for the appointment and the process being publicly advertised and made available with a view to attracting a strong and diverse field of suitable candidates.

3. 23 A co-opted Member of the Panel may resign from the Panel by giving written notice to the Head of Democratic Services at Wiltshire Council.

3. 24 The Panel must from time to time decide whether the Panel should exercise its power to change the number of co-opted Members of the Panel to enable the balanced appointment objective to be met, or be more effectively met, and if so, it must exercise that power accordingly.

3. 25 The Panel may decide to terminate the appointment of a co-opted Member of the Panel if at least two-thirds of the persons, present and voting, who are Members of the Panel at the time when the decision is made, vote in favour of making that decision at any time for the reasons set out below and on doing so shall give written notice to the co-opted Member:
- a) if the co-opted Member has been absent from the Panel for more than six months without the consent of the Panel;
  - b) if the co-opted Member has been convicted of a criminal offence but not automatically disqualified;
  - c) if the co-opted Member is deemed to be incapacitated by physical or mental illness or is otherwise unable or unfit to discharge his or her functions as a co-opted Member of the Panel; or,
  - d) if the co-opted Member's membership of the Panel no longer achieves the meeting of the balanced appointment objective.
3. 26 In the event that a co-opted Member resigns from the Panel or is removed from the Panel following a decision of the Panel, the Panel shall ensure that at least two independent co-opted Members remain appointed to the Panel, and in the absence of two such Members shall make arrangements to ensure that two co-opted Members are appointed.
3. 27 Co-opted Members appointed to the Panel may be re-appointed for a further term of four years provided that the balanced appointment objective is met by that re-appointment.

### **3.28 Behaviour**

- 3.29 All Panel members, including co-opted members, shall observe the Code of Conduct in force for their respective authorities and for the co-opted members the Lead authority's code of conduct, and any related protocols agreed by the Panel.

## **4. 0 Budget and Costs of the Panel**

4. 1 The annual costs of the Panel shall be contained within the Home Office grant.

## **5. 0 Rules of Procedure**

- 5.1 The Panel shall determine its Rules of Procedure which shall include arrangements in relation to the:
- a) the appointment and removal of the Chairman;
  - b) the formation of sub-committees;
  - c) the making of decisions;
  - d) the arrangements for convening meetings; and,
  - e) the circulation of information.

## **6.0 Allowances**

- 6.1 The payment of a responsibility allowance to Panel Members shall be considered and a recommendation sought from the Independent Remuneration Panel of each council as to whether the payment of such an allowance is appropriate.
- 6.2 Reasonable expenses will be reimbursed by each authority with the lead authority reimbursing the expenses of the co-opted independent members.

## **7.0 Promotion of the Panel**

- 7.1 The role and work of the Panel shall be promoted by:
- a) the establishment and maintenance of a dedicated open-access website including information about the role and work of the Panel, Panel Membership, all non-confidential Panel and sub-committee meeting papers, press releases and other publications;
  - b) the issuing of regular press releases about the Panel and its work; and,
  - c) the Authorities will each include information about the Panel on their websites, and will also include a link to the Panel website.
- 7.2 Support and guidance shall be provided to executive and non-executive elected members and officers of the Authorities in relation to the functions of the Panel as follows:
- a) by the provision of initial briefing sessions for elected members and relevant officers of the Authorities before the election of the PCC, and the provision of annual briefing sessions thereafter; and,
  - b) by the provision of written briefing notes for elected members and relevant officers of the Authorities at least three times per year.

## **8.0 Validity of Proceedings**

- 8.1 The validity of the proceedings of the Panel shall not be affected by a vacancy in the Membership of the Panel or a defect in appointment.
- 8.2 The conduct of the Panel and the content of these arrangements shall be subject to the legislative provisions in the Police Reform and Social Responsibility Act 2011, and any Regulations made in accordance with that Act, and in the event of any conflict between the Act or Regulations, and these arrangements, the requirements of the legislation will prevail.

INSERT SIGNATURE/EXECUTION CLAUSE

**WILTSHIRE POLICE AND CRIME PANEL  
TERMS OF REFERENCE**

- 1) To review and make a report or recommendation on the draft police and crime plan, or draft variation, given to the panel by the Police and Crime Commissioner.
- 2) To review, put questions to the Police and Crime Commissioner at a public meeting, and make a report or recommendation (as necessary) on the annual report.
- 3) To hold a confirmation hearing and review, make a report, and recommendation (as necessary) in respect of proposed senior appointments made by the Police and Crime Commissioner.
- 4) To review and make a report on the proposed appointment of the Chief Constable.
- 5) To review and make a report and recommendation (as necessary) on the proposed precept.
- 6) To review or scrutinise decisions made, or other action taken, by the Police and Crime Commissioner in connection with the discharge of the commissioner's functions.
- 7) To make reports or recommendations to the Police and Crime Commissioner with respect to the discharge of the commissioner's functions.
- 8) To support the effective exercise of the functions of the Police and Crime Commissioner.
- 9) To fulfil functions in relation to complaints about conduct matters, in accordance with the responsibilities accorded to the panel by the Police Reform and Social Responsibility Act 2011.
- 10) To appoint an Acting Police and Crime Commissioner if necessary.
- 11) To suspend the Police and Crime Commissioner if it appears to the Panel that the Commissioner has been charged in the United Kingdom or Isle of Man with an offence which carries a maximum term of imprisonment exceeding two years.

*(Note: The functions of the Panel specified below are subject to the introduction of regulations which are not currently available and the content of the rules may therefore need to change.)*

## **WILTSHIRE POLICE AND CRIME PANEL PROCEDURE RULES**

### **1 CHAIRMAN OF THE POLICE AND CRIME PANEL**

- 1.1 The chairman of the Police and Crime Panel will be appointed in June of each year or at the first meeting of the panel following the annual appointment of members to the panel by constituent councils. The chairman will be drawn from amongst the councillors sitting on the panel.
- 1.2 The vice-chairman will be appointed in June of each year or at the first meeting of the panel following the annual appointment of members to the panel by constituent councils and will be drawn from amongst the councillors sitting on the panel.
- 1.3 In the event of the resignation of the chairman or removal of the chairman, a new chairman will be appointed and will be drawn from amongst the councillors sitting on the panel.
- 1.4 The chairman may be removed by the agreement of a majority of the whole membership of the panel and in that event the panel will appoint a replacement chairman from amongst the councillors sitting on the panel.
- 1.5 The panel will elect a person to preside at a meeting if the Chair and Vice Chair are not present.

### **2 MEETINGS OF THE POLICE AND CRIME PANEL**

- 2.1 There shall be a minimum of four ordinary meetings of the Police and Crime Panel held in public in each municipal year to carry out the functions of the panel. In addition, extraordinary meetings may be called from time to time.
- 2.2 An extraordinary meeting may be called by the chairman or by four members of the panel.
- 2.3 An extraordinary meeting may also be called by the Monitoring Officer to the panel.
- 2.4 Ordinary meetings will take place in accordance with a programme decided by the panel, and will start at the time decided by the panel.
- 2.5 Ordinary meetings of the panel will:
  - (a) receive any declarations of interest from members
  - (b) approve the minutes of the last meeting
  - (c) consider reports from officers and panel members



- 2.6 Panel members will be notified of the time and place at least 5 clear working days before an ordinary meeting, and as soon as known in the event of an extraordinary meeting. Public notice of Panel meetings will be given in accordance with the normal arrangements for local authority meetings including the provisions of the Access to Information regulations.

### **3 QUORUM**

- 3.1 A meeting of the Police and Crime Panel cannot take place unless one third of the whole number of its members is present.

### **4 VOTING**

- 4.1 Voting will normally be by a show of hands.
- 4.2 All panel members may vote in the proceedings of the panel.
- 4.3 All matters to be considered by the PCP shall be decided by a majority of the members of the PCP present and voting at the meeting. This will be done following the moving of a motion by any member of the PCP. A simple majority is required to confirm a decision, except in the specific circumstances of the PCP seeking to veto the PCC's proposed precept or the PCC's proposed appointment of a Chief Constable or as otherwise specified in these Rules of Procedure.
- 4.4 Any member may request a recorded vote and, if one quarter of the members present signifies its support, such a vote will be taken.
- 4.5 In the event of a tie in voting, the Chairman of the meeting shall have a second or casting vote

### **5. WORK PROGRAMME**

- 5.1 The Police and Crime Panel will be responsible for setting its own work programme taking into account the priorities defined by the Police and Crime Commissioner. In setting the work programme the Police and Crime Panel will also take into account the wishes of its members.
- 5.2 The work programme must include the functions described in the terms of reference for the panel.

### **6 AGENDA ITEMS**

- 6.1 The Panel agenda will be issued to Panel members at least 5 clear working days before the meeting. It will also be published on the panel's website and by sending copies to each of the authorities and by any other means the panel considers appropriate.

- 6.2 Any member of the Panel shall be entitled to give notice to the Head of Democratic Services at Wiltshire Council that he or she wishes an item relevant to the functions of the panel to be included on the agenda for the next available meeting.
- 6.3 Items will be rejected where they do not relate to a matter for which the panel has a responsibility for, require confidential information to be disclosed or are deemed improper or inappropriate for the meeting. The Chairman will take this decision, and their decision is final

## **7 REPORTS FROM POLICE AND CRIME PANEL**

- 7.1 Where the Police and Crime Panel makes a report to the Police and Crime Commissioner, it may publish the report or recommendations.
- 7.2 The Police and Crime Panel must by notice in writing require the Police and Crime Commissioner, as appropriate, within one month of the date on which it receives the report or recommendations to:
- a) Consider the report or recommendations.
  - b) Respond to the Police and Crime Panel indicating what (if any) action the Police and Crime Commissioner proposes to take.
  - c) Where the Police and Crime Panel has published the report or recommendations, publish the response.
  - d) Where the Police and Crime Panel has provided a copy of the report or recommendations to a member, provide a copy of the response to the member.
- 7.3 The publication of reports or recommendations is subject to the exclusion of any exempt or confidential information as defined in the rules on access to information in the Local Government Act 1972 (as amended).
- 7.4 If the Police and Crime Panel cannot unanimously agree on one single final report to the Police and Crime Commissioner then one separate report may be prepared and submitted for consideration along with the majority report.

## **8 POLICE AND CRIME COMMISSIONER AND OFFICERS GIVING ACCOUNT**

- 8.1 The Police and Crime Panel may scrutinise and review decisions made or actions taken in connection with the Police and Crime Commissioner's role. As well as reviewing documentation, in fulfilling its scrutiny role it may require the Police and Crime Commissioner, and members of that commissioner's staff, to attend before the panel (at reasonable notice) to answer any questions which appear to the panel to be necessary in order to carry out its functions.
- 8.2 Where the Police and Crime Commissioner, or a member of that commissioner's staff, is required to attend the panel under this provision the chairman will inform them in writing giving, where practical, 15 days notice of the meeting. The notice will state the nature of the item on which he or she is

required to attend to give account and whether any papers are required for production for the panel. Where it is necessary to produce a report, sufficient time will be given to allow preparation of that report.

- 8.3 Where, in exceptional circumstances, the Police and Crime Commissioner is unable to attend on the required date, then an alternative date for attendance may be arranged following consultation with the chairman of the panel.
- 8.4 If the Police and Crime Panel require the Police and Crime Commissioner to attend before the panel, the panel may (at reasonable notice) request the Chief Constable to attend before the panel on the same occasion to answer any questions which appears to the panel to be necessary in order for it to carry out its functions.

## **9 ATTENDANCE BY OTHERS**

- 9.1 The Police and Crime Panel may invite people other than those referred to above to address it, discuss issues of local concern and/or answer questions. It may, for example, wish to hear from residents, stakeholders, councillors who are not members of the panel and officers in other parts of the public sector and may invite such people to attend.

## **10 SUB-COMMITTEES AND TASK GROUPS**

- 10.1 Sub Committees or time limited task groups may be established from time to time by the Police and Crime Panel to undertake specific task based work.
- 10.2 The special functions of the Police and Crime Panel may not be discharged by a sub-committee of the panel or a task group.
- 10.3 In this paragraph 'special functions' means the functions conferred on a Police and Crime Panel by:
- a) Section 28(3) of Police Reform and Social Responsibility Act (scrutiny of Police and Crime Plan).
  - b) Section 28 (4) of Police Reform and Social Responsibility Act (scrutiny of annual report)
  - c) Paragraphs 10 and 11 of Schedule 1 of Police Reform and Social Responsibility Act (review of senior appointments).
  - d) Schedule 5 of Police Reform and Social Responsibility Act (issuing precepts)
  - e) Part 1 of Schedule 8 of Police Reform and Social Responsibility Act (scrutiny of appointment of the Chief Constable).
- 10.4 The work undertaken by a sub-committee or task group will be scoped and defined beforehand, together with the timeframe within which the work is to be completed and the reporting time for the outcome of the work.

## **11 CARRYING OUT 'SPECIAL FUNCTIONS'**

Reports and recommendations made in relation to the special functions outlined in the terms of reference will be carried out in accordance with the procedure outlined at Section 7.

### **11.1 Police and crime plan**

11.1.1 The panel is a statutory consultee on the development of the PCC's police and crime plan and will receive a copy of the draft police and crime plan, or a draft of any variation to it, from the PCC.

11.1.2 The panel must

- a) hold a public meeting to review the draft police and crime plan (or a variation to it), and
- b) report or make recommendations on the draft plan which the PCC must take into account.

### **11.2 Annual report**

11.2.1 The PCC must produce an annual report about the exercise of his/her functions in the financial year and progress in meeting police and crime objectives in the year. The report must be sent to the panel for consideration.

11.2.2 The panel must comment upon the annual report of the PCC, and for that purpose must:

- a) Arrange for a public meeting of the panel to be held as soon as practicable after the panel receives the annual report
- b) require the PCC to attend the meeting to present the annual report and answer questions about the annual report as the members of the panel think appropriate
- c) make a report or recommendations on the annual report to the PCC.

### **11.3 Senior appointments**

11.3.1 The panel has powers to review the Police and Crime Commissioner's proposed appointments of Chief Constable, Chief Executive, Chief Finance Officer and Deputy Police and Crime Commissioner. The panel is required to hold public confirmation hearings for these posts.

11.3.2 The panel will be notified of the need for a confirmatory hearing in respect of proposed senior appointments made by the Police and Crime Commissioner. This will be held at the next available meeting of the panel unless the appointment timescale requires an earlier hearing, in which case an extraordinary meeting will be arranged.

11.3.3 With regards to the appointment of the Chief Constable, the panel is required to hold a hearing within the period of three weeks from the day on which the panel receives notification from the Police and Crime Commissioner.

- 11.3.4 Confirmatory hearings will be held in public, where the candidate is requested to appear for the purpose of answering questions relating to the appointment. Following this hearing, the panel is required to review the proposed appointment and make a report to the commissioner on the appointment.
- 11.3.5 For a confirmatory hearing for the proposed appointment of the Chief Constable, in addition to the requirement to review and report, the panel has the requirement to make a recommendation on the appointment and the power to veto the appointment.
- 11.3.6 Having considered the appointment, the panel will be asked to either:
- a) support the appointment without qualification or comment;
  - b) support the appointment with associated recommendations, or
  - c) veto the appointment of the Chief Constable (by the required majority of at least two thirds of the persons who are members of the panel at the time when the decision is made).<sup>1</sup>
- 11.3.7 If the panel vetoes the appointment of the candidate, the report to the commissioner must include a statement that the panel has vetoed the appointment with reasons.

#### **11.4 Appointment of an Acting Police and Crime Commissioner**

- 11.4.1 The Police and Crime Panel must appoint a person to act as Police and Crime Commissioner if:
- a) no person holds the office of Police and Crime Commissioner
  - b) the Police and Crime Commissioner is incapacitated, or
  - c) the Police and Crime Commissioner is suspended.
- 11.4.2 The Police and Crime Panel may appoint a person as acting commissioner only if the person is a member of the Police and Crime Commissioner's staff at the time of the appointment.
- 11.4.3 In appointing a person as acting commissioner in a case where the Police and Crime Commissioner is incapacitated, the Police and Crime Panel must have regard to any representations made by the commissioner in relation to the appointment.
- 11.4.4 The appointment of an acting commissioner ceases to have effect upon the occurrence of the earliest of these events:
- a) the election of a person as Police and Crime Commissioner;
  - b) the termination by the Police and Crime Panel, or by the acting commissioner, of the appointment of the acting commissioner;

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<sup>1</sup> Note: this section may have to be varied in the light of Home Office Regulations expected in March on the exercise of the veto.

- c) in a case where the acting commissioner is appointed because the Police and Crime Commissioner is incapacitated, the commissioner ceasing to be incapacitated, or
- d) in a case where the acting commissioner is appointed because the Police and Crime Commissioner is suspended, the commissioner ceasing to be suspended.

## **11.5 Proposed precept**

11.5.1 The Police and Crime Commissioner will notify the Police and Crime Panel of the precept which the commissioner is proposing to issue for the financial year. The panel must review the proposed precept and make a report including recommendations.

11.5.2 Having considered the precept, the Police and Crime Panel will either:

- a) support the precept without qualification or comment;
- b) support the precept and make recommendations, or
- c) veto the proposed precept (by the required majority of at least two thirds of the persons who are members of the panel at the time when the decision is made).

11.5.3 If the panel vetoes the proposed precept<sup>2</sup>, the report to the commissioner must include a statement that the panel has vetoed the proposed precept with reasons. The panel will require a response to the report and any such recommendations.

## **11.6 Complaints**

11.6.1 Criminal and non-criminal complaints in relation to the Police and Crime Commissioner or other office holders should be dealt with and/or delegated in accordance with the Act and the [Elected Local Policing Bodies \(Complaints and Misconduct\) Regulations 2012](#)

## **11.7 Suspension of the Police and Crime Commissioner**

11.7.1 A Police and Crime Panel may suspend the Police and Crime Commissioner if it appears to the panel that:

- a) the commissioner has been charged in the United Kingdom, the Channel Islands or the Isle of Man with an offence, and
- b) the offence is one which carries a maximum term of imprisonment exceeding two years.

11.7.2 The suspension of the Police and Crime Commissioner ceases to have effect upon the occurrence of the earliest of these events:

- a) the charge being dropped
- b) the Police and Crime Commissioner being acquitted of the offence

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<sup>2</sup> Note: this section may have to be varied in the light of Home Office Regulations expected in March on the exercise of the veto.

- c) the Police and Crime Commissioner being convicted of the offence but not being disqualified under Section 66 of the Police Reform and Social Responsibility Act by virtue of the conviction, or
- d) the termination of the suspension by the Police and Crime Panel.

- 11.7.3 In this section references to an offence which carries a maximum term of imprisonment exceeding two years are references to:
- a) an offence which carries such a maximum term in the case of a person who has attained the age of 18 years, or
  - b) an offence for which, in the case of such a person, the sentence is fixed by law as life imprisonment.

## **11.8 Suspension and removal of the Chief Constable**

- 11.8.1 The panel will receive notification if the PCC suspends the Chief Constable.
- 11.8.2 The PCC must also notify the panel in writing of his/her proposal to call upon the Chief Constable to retire or resign together with a copy of the reasons given to the Chief Constable in relation to that proposal.
- 11.8.3 The PCC must provide the panel with a copy of any representations from the Chief Constable about the proposal to call for his/her resignation or retirement.
- 11.8.4 If the PCC is still proposing to call upon the Chief Constable to resign, she/he must notify the panel accordingly (the 'further notification').
- 11.8.5 Within six weeks from the date of receiving the further notification the panel must make a recommendation in writing to the PCC as to whether or not she/he should call for the retirement or resignation. Before making any recommendation the panel may consult the chief inspector of constabulary, and must hold a scrutiny meeting.
- 11.8.6 The scrutiny hearing which must be held by the panel is a panel meeting in private to which the PCC and Chief Constable are entitled to attend to make representations in relation to the proposal to call upon the Chief Constable to retire or resign. Appearance at the scrutiny hearing can be by attending in person, or participating by telephone or video link.
- 11.8.7 The panel must publish the recommendation it makes on its website and by sending copies to each of the authorities, and by any other means the panel considers appropriate.
- 11.8.8 The PCC may not call upon the Chief Constable to retire or resign until the end of the scrutiny process which will occur:
- a) at the end of six weeks from the panel having received notification if the panel has not by then given the PCC a recommendation as to whether or not she/he should call for the retirement or resignation, or
  - b) the PCC notifies the panel of a decision about whether she/ he accepts the panel's recommendations in relation to resignation or retirement.

11.8.9 The PCC must consider the panel's recommendation and may accept or reject it, notifying the panel accordingly.

11.8.10 In calculating the six week period, the period between the day of the poll at an ordinary election of a PCC and the day on which the PCC delivers a declaration of acceptance of office shall be ignored.

## **12 PUBLIC PARTICIPATION**

12.1 Members of the public are able to ask questions or make a statement in relation to the responsibilities and functions of the Panel at each meeting. A maximum of 30 minutes will be allocated to this at the start of each meeting, and each question or statement should last no longer than 3 minutes.

12.2 Questions must be put in writing to the Head of Democratic Services at Wiltshire Council no later than 5 clear working days before the meeting, to allow a response to be formulated, and are limited to a maximum of 2 per person / organisation. A response will be given as either a direct oral answer or a written reply.

12.3 The questioner is able to ask one supplementary question after receiving a response. There is usually no debate on questions; however this is at the Chairman's discretion.

12.4 Statements must be given in writing and can be received up to 10 minutes before the start of the meeting.

## **13. DECISION-MAKING AND RULES OF DEBATE**

### **13.1 Principles of Decision-making**

These principles will underpin the way the Police and Crime Panel makes its decisions:-

- a) Appropriate consultation will have been carried out and decisions will take account of its results and any professional advice given by officers
- b) The presumption that whenever possible, all decisions made by the PCP should be made in public and ensure open, fair and honest administration
- c) Decisions will be clear about what they aim to achieve and the results that can be expected
- d) Due respect for human rights will be shown and provision given to equality of opportunity
- e) Decisions will be efficient, effective and economic, and obtain best value
- f) Determination of decisions will be at the lowest level commensurate with their importance
- g) Decisions will produce action that is proportionate to the desired outcome, and state the reasons for the action



- h) All options considered and discarded when making a decision will be recorded

## **13.2 Rules of Debate**

The rules of debate of the Police and Crime Panel shall be governed by the rules relating to meetings of Council committees (section 102 to 106 of part 4 of the Council Constitution).

## **14. MINUTES**

The Chairman will sign the minutes of the proceedings at the next meeting. The only part of the minutes that can be discussed is their accuracy and any question as to their accuracy must be raised by motion.

## **15. MEMBERS' CONDUCT**

### **15.1 Speaking**

When a member speaks at PCP meetings, he/she must address the meeting through the Chairman.

### **15.2 Chairman Requiring Silence**

When the Chairman so indicates during a debate, any member speaking at the time must stop and the meeting must be silent.

### **15.3 Member not to be heard further**

15.3.1 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 be not heard further. If seconded, the motion will be voted on without discussion.

15.3.2 If the member continues to behave improperly after such a motion has been carried, the Chairman may adjourn the meeting for a specified period or move that the member leaves the meeting. If seconded, the motion will be voted on without discussion. If the member continues to behave improperly, the Chairman may give such direction as he/she considers appropriate for the removal of the member and the restoration of order.

## **16. DISTURBANCE**

16.1 If there is a disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as he/she considers necessary, or if occurring in a part of the meeting room open to the public may call for that part to be cleared

- 16.2 If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If he/she continues to interrupt, the Chairman will order his/her removal from the meeting room.

## **17 SUSPENSION AND AMENDMENT OF PROCEDURE RULES**

### **17.1 Suspension**

These rules may be suspended by motion on notice, or without notice if at least one half of the whole number of members of the PCP is present. Suspension can only be for the duration of the meeting. A motion to suspend any of these rules must specify the rule to be suspended and must be moved in terms limited to an explanation of the reasons for the suspension. It will be seconded in formal terms only and will be put to the PCP without debate. No suspension may be considered by the PCP which does not comply with the Police Reform and Social Responsibility Act 2011, relevant Regulations, statutory guidance or the Panel Arrangements.

### **17.2 Amendment**

The Rules of Procedure shall not be amended unless notification of a proposed amendment is received by the Head of Democratic Services at Wiltshire Council at least 10 working days prior to a PCP meeting. A report on the implications of the proposed amendment shall be considered by the PCP and the amendment shall require the agreement of at least two thirds of the persons who are members of the PCP at the time when the decision is made vote in favour of it. No amendment may be considered by the PCP which does not comply with the Police Reform and Social Responsibility Act 2012, relevant Regulations or statutory guidance or Panel Arrangements.

## **18. ADJOURNMENT OF PANEL MEETINGS**

When the PCP adjourns, whether by resolution or by decision of the Chairman, the adjournment will by decision taken at that time be to a date, time and place specified, provided that where this is not practicable and a meeting is adjourned for an unspecified period and/or to an unspecified place, all members of the PCP will be notified of the new date, time and place when these have been determined.

## **19. INTERPRETATION**

- 19.1 The ruling of the Chairman as to the construction or application of these rules or as to the proceedings of the PCP will be final for the purposes of the meeting at which it is given.
- 19.2 If there is any conflict in interpretation between these Rules and the Act or Regulations made under the Act, the Act and Regulations will prevail.

*General Note: Various functions of the PCP are subject to Regulations that are not yet available and the content of the Rules may therefore need to change before the final version is determined*

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**Wiltshire Council**

**Licensing Committee**

**28 May 2012**

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## **Change to Scheme of Delegation**

### **Executive Summary**

This report informs members of the additions and amendments necessary to the scheme of delegation specifically to licensing in the Constitution due to changes in the primary legislation.

This report seeks councillors' views on these changes before approval is sought from Council.

### **Proposal**

That the Licensing Committee approve the additions and amendments to the scheme of delegation as detailed within this report and recommends them to Council for its approval.

### **Reason for Proposal**

To ensure that all licensing functions of the Council are appropriately covered in the Constitution.

**Maggie Rae**

**Corporate Director of Public Health and Public Protection**

## Change to Scheme of Delegation

### Purpose of Report

1. To invite Members to approve additions and amendments to the scheme of delegation in relation to the Licensing Act 2003 and the Town Police Clauses Act 1847 as amended by the Local Government (Miscellaneous Provisions) Act 1976

### Background

2. The current scheme of delegation specific to licensing was last approved by members of the Council on the 01 December 2010
3. The Licensing Act 2003 has been amended by the Police Reform and Social Responsibility Act 2011 to give amongst other measures the status of Responsible Authority to the Licensing Authority, thus enabling the Licensing Authority itself to make representations on new applications made in accordance with Section 17 of the Act; to make representations on variations to licenses made in accordance with Section 34 of the 2003 Act and also to call a review of an existing licence in accordance with Section 51 of the 2003 Act.
4. The Licensing Authority has always been a Responsible Authority in respect of the Gambling Act 2005 and that function is delegated to Officers of the Council specifically the Public Protection Licensing Manager. It is proposed that the function for the 2003 Act should also be so delegated but should also include the Senior Licensing Officers to allow the service to continue in the Managers absence.
5. The other amendments to the scheme include the power to suspend, revoke or refuse to renew licences under the Town Police Clauses Act 1847 as amended by the Local Government (Miscellaneous Provisions) Act 1976 it is proposed to delegate these powers to the public Protection Licensing Manager. A full scheme of delegation including the proposed additions and amendments is appended at **Appendix A.** for the attention of Members.
6. Further amendments to the scheme of delegation will be required in September 2012 when additional changes to the Licensing Act 2003 will be enacted.

## **Environmental Impact**

7. There is minimal environmental impact of these proposals.

## **Equality and Diversity**

8. The impact of these proposals is assessed as `low` against the Council statutory responsibilities.

## **Risk Assessment**

9. If the proposed amendments and additions are not made to the scheme of delegation the efficiency of the licensing service could be reduced.

## **Financial Implications**

10. There are no implications

## **Legal Implications**

11. Amendment of the scheme of delegation will reduce the risk of legal challenge to any licensing processes.

## **Recommendation**

12. That the Licensing Committee approve the additions and amendments to the scheme of delegation as detailed within this report and recommends them to Council for its approval.

## **Maggie Rae**

### **Corporate Director of Public Health and Public Protection**

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Report Author: Kate Golledge, Public Protection Manager Safer Communities and Licensing

Contact Details: [kate.golledge@wiltshire.gov.uk](mailto:kate.golledge@wiltshire.gov.uk)

## **Background Papers**

The Licensing Act 2003

The Supplementary Guidance to the Licensing Act 2003, April 2012

The Police Reform and Social Responsibility Act 2011

## **Appendices**

Appendix A - Proposed Amended Scheme of Delegation Specific to Licensing

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## Extract of the Licensing Committee minutes dated 6 June 2012

### 19 **Change to Scheme of Delegation**

Kate Golledge (Public Protection Manager - Safer Communities and Licensing) introduced the report and explained that due to changes in the primary legislation additions and amendments needed to be made to the scheme of delegation in relation to the Licensing Act 2003 and the Town Police Clauses Act 1847 as amended by the Local Government (Miscellaneous Provisions) Act 1976.

Members sought and were offered reassurance that issues that had been brought to sub-committees under the previous scheme of delegation would still be considered by sub-committees.

After a short debate it was,

#### **Resolved:**

**To approve the additions and amendments (highlighted in bold in the table) to the scheme of delegation as attached to these minutes.**

**To commend the changes in the scheme specific to the Licensing committee to Full Council on the 10<sup>th</sup> July**

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## Proposed Amended Scheme of Delegation

### 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	
<b>Determination of an Environmental Health representation to a temporary event notice</b>		<b>All cases</b>	
<b>Determination of application to vary premises license at Community premises to include alternative license conditions</b>		<b>If police object</b>	<b>All other cases</b>
<b>Decision whether to consult other responsible authorities on minor variation applications.</b>			<b>All cases</b>
<b>Determination of minor variation application</b>			<b>All cases</b>
<b>Decision to suspend club premises certificate or premises license for nonpayment of annual fee.</b>			<b>All cases</b>
<b>Making a representation on behalf of the Licensing Authority</b>			<b>Licensing Manager and Senior Licensing officers</b>
<b>Initiating a review on behalf of the Licensing Authority</b>			<b>Licensing Manager and Senior Licensing Officers</b>
<b>Determination of Minor Variations</b>			<b>All cases</b>

## Gambling Act 2005

### Table of Delegations of Licensing Functions

Matter to be dealt with	Full Council	Licensing Committee or Sub-Committee	Officers Public Protection Licensing Manager
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			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 to whether a representation is frivolous, vexatious or repetitive			X

Table of Delegated Functions

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	<b>To determine renewals where no objections have been received</b>
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><b>Powers to suspend/revoke or refuse to renew licenses under the following legislation:</b>  <b>Town Police Clauses Act 1847 as amended Section 50</b>  <b>Local Government (Miscellaneous Provisions) Act 1976 –Section 60,61 and 62</b></p> <p>Powers to determine applications for licenses and permits under the following legislation:</p> <p>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>Performing Animals (regulation) Act 1925</p> <p>Zoo Licensing Act 1981</p> <p>House to house collections Act 1939</p> <p>Pet Animals Act 1951</p> <p>Animal Boarding Establishments Act 1963</p> <p>Riding Establishments Act 1964 and 1970</p> <p>Breeding of Dogs Act 1973</p>	<p><b>For all these functions there is no role for the committee as there is a statutory right of appeal to the Magistrates’ Court</b></p> <p>The Licensing Committee will determine any application made by an officer or member of the Council.</p>	<p><b>For all these functions there is no role for the sub - committee as there is a statutory right of appeal to the Magistrates Court</b></p>	<p><b>Licensing Manager.</b></p> <p>All other cases.</p>
<p>Breeding and Sale of Dogs (Welfare) Act 1999</p> <p>Scrap Metal Dealers Act 1964</p> <p>Dangerous Wild Animals Act 1976</p> <p>Lotteries and Amusements Act 1976</p> <p>Hypnotism Act 1952 (as amended) and Schedule 3 Local Government (Miscellaneous</p>			

Provisions) Act 1982			
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Matter to be dealt with	Licensing Committee	Sub-Committee	Officers
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			

**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 Services)
Making Designated Public Places Orders (DPPOs)		X	

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**Wiltshire Council**

**Council**

**10 July 2012**

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## **Annual Report on Treasury Management 2011-12**

### **Executive Summary**

In accordance with the CIPFA Prudential Code for Capital Finance in Local Authorities 2003 (The Prudential Code), the Council adopted a Treasury Management Strategy (TMS) for 2011-12, including a set of Prudential and Treasury Indicators (PrIs/TrIs) and an Annual Investment Strategy (AIS) at its meeting on 22 February 2011. An updated TMS in respect of the HRA settlement was adopted by Council at its meeting on 28 February 2012. This report shows how the Council has performed against the strategy.

There were no breaches of the treasury strategy in 2011-12; the average long term borrowing rate was 3.77%; and the return on investments was 0.86%.

### **Proposals**

The Council is asked to consider and note:

- a) the actual cash position at the end of 2011-12 against the original forecast for the year;
- b) Prudential Indicators, Treasury Indicators and other treasury management strategies set for 2011-12 against actual positions resulting from actions within the year as detailed in Appendix A; and
- c) investments during the year in the context of the Annual Investment Strategy as detailed in Appendix B.

### **Reasons for Proposals**

To give members of the Council an opportunity to consider the performance of the Council against the parameters set out in the last approved Treasury Management Strategy.

This report is required by the Prudential Code for Capital Finance in Local Authorities and the CIPFA Code of Practice for Treasury Management in the Public Services.

**Michael Hudson**  
**Service Director, Finance**

## **Annual Report on Treasury Management 2011-12**

### **Background & Purpose of Report**

1. In accordance with the CIPFA Prudential Code for Capital Finance in Local Authorities 2003 (The Prudential Code), the Council adopted a Treasury Management Strategy (TMS) for 2011-12, including a set of Prudential and Treasury Indicators (Prls/Trls) and an Annual Investment Strategy (AIS) at its meeting on 22 February 2011 and an updated Treasury Management Strategy (TMS) for 2011-12, including a set of Prudential and Treasury Indicators (Prls/Trls) and an Annual Investment Strategy (AIS) on 28 February 2012.
2. An interim report for the period from 1 April to 30 September 2011 was submitted to Cabinet on 15 November 2011, the minutes of which were received and noted by Council at its meeting on 28 February 2012. This report covers the whole financial year ended 31 March 2012.

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

3. This report reviews:
  - a) the actual cash position at the end of 2011-12 against the original forecast for the year;
  - b) Prls, Trls and other treasury management strategies set for 2011-12 against actual positions resulting from actions within the year (see Appendix A); and
  - c) investments during the year in the context of the Annual Investment Strategy (see Appendix B).

### **Review of cash position**

4. In setting strategies and Prls for 2011-12, a forecast cash position for the year was prepared based on expected inflows and outflows of cash during the year.
5. Expected cash flows are indicative and any surpluses or deficits in the cash position are managed through short term investments and borrowing and do not represent an actual gain or loss to the Council and do not have an impact on the revenue budget. Instead, any surplus or deficit represents, either: surplus cash (at a point in time), held pending allocation to related expenditure, which is invested on a short term basis until required; or additional cash required (at a point in time) to manage the Councils overall liquid resources. Any cash required being funded by a (contra) reduction in short term investments or increase in short term borrowing.

6. The actual cash position at 31 March 2012 was a cash requirement of £152.3 million, which was mainly due to the HRA settlement payment of £118.8 million resulting in:
  - a) an increase in the level of long term borrowing of £118.8 million;
  - b) a decrease in the level of short term investments of £33.0 million; and
  - c) a decrease in the level of cash at bank of £0.5 million.
7. There were no opportunities to restructure PWLB loans in 2011-12, mainly because of the continuing high level of premiums payable for early repayment, together with the availability of favourable interest rates at the appropriate maturity levels.
8. The actual movement in gilt yields meant that PWLB rates fell sharply during the year and to historically very low levels. This was caused by a flight to quality into UK gilts from EU sovereign debt and from shares as investors became concerned about the potential effect on financial markets if the Greek debt crisis were to develop into a precipitous default and exit from the Euro.

### **Review of Prudential and Treasury Indicators and Treasury Management Strategy for 2011-12**

9. The detail of the review is given in Appendix A. The Council is asked to note that:
  - a) all action has been within the approved Prls and Trls;
  - b) the Council has recovered further monies from Icelandic banks, including its first repayment from the Winding-up Board of Landsbanki Islands hf Bank. Total recoveries in 2011-12 were approximately £2.5 million.
  - c) Housing Finance Reform – Housing finance reform has abolished the housing subsidy system financed by central government and consequently, all housing debt has been reallocated nationally between housing authorities. The result of this reallocation is that this Council has made a capital payment to the Department of Communities and Local Government of £118.8 million. This has resulted in an increase in the CFR and total borrowing of £118.8 million at the end of the year which was financed in full by external borrowing from PWLB. There has been no impact on HRA revenue finances in 2011/12 due to compensating adjustments being made in the HRA determination.
  - d) the average interest rate for long term debt is 3.77%, compared to 4.20% in 2010-11, however, the fall in the average rate is almost entirely due to the pooling of additional loans taken at the special (88 basis points – 0.88%) lower rates offered by PWLB specifically for the HRA settlement;
  - e) short term cash deficits and surpluses were managed through temporary loans and deposits with a return on investments of 0.86% (an increase from 0.66% in 2010-11, reflecting longer term investment

opportunities at higher rates of interest (see below) and the use of call accounts and money market funds for shorter term investments in the management of the Council's daily cash flow), whilst maintaining the security of investments. This compares with the average market rate, based on the Average 3 Month LIBID Rate for 2011-12 (London Interbank Bid Rate, i.e. the rate at which banks are prepared to borrow from other banks) of 0.82%;

- f) two mid/longer term investments (one for six months and another for 12 months) were renewed during the year with Barclays Bank and Lloyds Banking Group, respectively, taking advantage of favourable 'special' direct deposit rates, whilst ensuring security and liquidity; and
- g) a further Money Market Fund was opened during the year.

### **Review of Investment Strategy**

- 10. This review is detailed in Appendix B. The Council is asked to note that:
  - a) the tight monetary conditions following the 2008 financial crisis continued through 2011-12 with little material movement in the shorter term deposit rates.
  - b) overlaying the relatively poor investment returns was the continued counterparty concerns, most evident in the Euro zone sovereign debt crisis.
  - c) during the financial year the Council was able to take the opportunity presented by 12 month investment rates to invest surplus cash balances at optimum rates, whilst maintaining its approved strategy, including security and liquidity and credit rating criteria.

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

- 11. a) to d) None have been identified as arising directly from this report.

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

- 12. None have been identified as arising directly from this report.

### **Risks Assessment and Financial Implications**

- 13. The primary treasury management risks to which the Council is exposed are adverse movements in interest rates and the credit risk of counterparties.
- 14. Investment counterparty risk is controlled by assessing and monitoring the credit risk of borrowers as authorised by the Annual Investment Strategy. Appendix B of this report details action taken in 2011-12.
- 15. At 31 March 2012, the Council's average interest rate in respect of long term debt was 3.77% (a reduction of 0.43% since 31 March 2011), which remains one of the lowest rates amongst UK local authorities.

16. It is also considered important to ensure that there is an even spread of loans to avoid the prospect of a number of cumulatively high value loans maturing in any one year, which may need to be re-financed at a time when interest rates are high. A summary of the present loan maturity profile is shown in Appendix C (i).
17. Returns on short term investments have not moved significantly, mainly as a result of the volatility of the market following the 'credit crunch' starting in October 2008 and are likely to continue at near current levels for a while. The costs of borrowing for this Council have remained at similar levels because the loan profile is almost entirely at fixed maturity rates (despite the unexpected change of policy on PWLB lending arrangements in October 2010, when new borrowing rates increased by 0.75% to 0.85%, without an associated increase in early redemption rates). However, this was 'reversed' on 28 March 2012 (for one day only) **specifically for** borrowing to fund the payment of the HRA settlement. This has further reduced an already relatively low average rate of borrowing and enables the Council to retain sufficient flexibility in its strategy with a reasonable balance between the costs of borrowing and return on investments. The investment rate of return for the year was 0.86%, against the average borrowing rate of 3.77%.

### Legal Implications

18. None have been identified as arising directly from this report.

### Options Considered

19. During the year additional investment options were considered. It was decided to open two more money market funds, only one of which was used prior to 31 March 2012. This is within the current approved strategy and enables the Council to take further advantage of an alternative (highly liquid) form of 'instant access account', whilst obtaining a higher return than that gained from placing the cash on fixed short term, or overnight (with HSBC), deposit. Money market funds also spread the credit risk among the "members" of the fund.
20. Mid/longer term investment rates picked up a little during the financial year, leading to an opportunity to reinvest at special (attractive) deposit rates over 12 months. Other cash surpluses that arose were mainly placed in call accounts and money market funds offering competitive rates when compared with market rates, with the advantage of being highly liquid, whilst being within the Councils approved creditworthiness criteria. Where other investments were placed on the money market, in the present economic climate it was decided to continue to keep investments short (three months maximum), pending further certainty in the financial markets.
21. The latest forecast anticipates that Bank Rate will not start to rise until quarter one of 2014 and move steadily further during 2014 to reach 1.5% by March 2015. PWLB rates are also expected to rise steadily over the next three years as the UK economy improves.

## **Conclusion**

22. Council is asked to note the report.

**Michael Hudson**  
**Service Director, Finance**

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## **Background Papers**

The following unpublished documents have been relied on in the preparation of this Report: NONE

## **Appendices**

- Appendix A Review of Prudential and Treasury Indicators for 2011-12
- Appendix B Investment Strategy for 2011-12
- Appendix C Summary of Long Term Loans, Temporary Loans and Deposits for 2011-12



**REVIEW OF PRUDENTIAL AND TREASURY INDICATORS FOR 2011-12**

1. Where appropriate the figures shown in this report are consistent with future years' estimated PrIs/TrIs, which were reviewed and reported as part of the 2011-12 budget process.

**Prudential Indicators**

PrI 1 - Capital Expenditure

2. The table below shows the original and revised estimate of capital expenditure against the actual for the year 2011-12:

	<b>2011-12 Original Estimate £ million</b>	<b>2011-12 Revised Estimate £ million</b>	<b>2011-12 Actual Outturn £ million</b>
General Fund	146.9	112.2	91.8
Housing Revenue Account	4.2	4.2	4.0

3. The Capital Programme has been actively managed throughout the year and the revised capital budget (capital outturn position for 2011-12) is £103.1 million. Further breakdown of these figures will be presented in the capital outturn report, which will be taken to the Cabinet Capital Assets Committee at its meeting on 24 July 2012.

PrI 2 – Ratio of Financing Costs to Net Revenue Stream

4. PrI 2 expresses the net costs of financing as a percentage of the funding receivable from the Government and council tax payers (General Fund) and rents receivable (HRA). The net cost of financing includes interest and principal repayments for long and short term borrowing, as well as other credit-like arrangements, netted off by interest receivable in respect of cash investments.

	<b>2011-12 Original Estimate</b>	<b>2011-12 Revised Estimate</b>	<b>2011-12 Actual</b>
General Fund	6.8%	6.8%	6.2%
Housing Revenue Account	0.6%	0.6%	0.6%

5. In terms of the General Fund, actual borrowing costs were lower than estimated, leading to a lower actual ratio when compared with the revised estimate.

PrI 3 – Estimate of Incremental Impact of Capital Investment Decisions on the Council Tax

6. This indicator is only relevant during budget setting, as it reflects the impact on the Band D Council Tax, or average weekly housing rents in respect of the HRA, caused by any agreed changes in the capital budget.

#### Prl 4 – Net Borrowing and the Capital Financing Requirement

7. Prl 4 measures the so called “Golden Rule” which ensures that over the medium term net borrowing is only for capital purposes. The table below shows the original and revised estimate for 2011-12 compared with the actual position at the year end.

	<b>2011-12 Original Estimate £ million</b>	<b>2011-12 Revised Estimate £ million</b>	<b>2011-12 Actual £ million</b>
CFR – General Fund	373.0	353.4	342.2
CFR – HRA	122.6	122.6	122.6
Net Borrowing – Gen Fund	215.2	220.2	195.5
Net Borrowing – HRA	118.8	118.8	118.8
<b>CFR not funded by net borrowing – Gen Fund</b>	<b>157.8</b>	<b>133.2</b>	<b>146.7</b>
<b>CFR not funded by net borrowing – HRA</b>	<b>3.8</b>	<b>3.8</b>	<b>3.8</b>

8. The Capital Financing Requirement (CFR) increases whenever capital expenditure is incurred. If resourced immediately (from capital receipts, direct revenue contributions or capital grant/contributions) the CFR will reduce at the same time that the capital expenditure is incurred, with no net increase in CFR.
9. Where capital expenditure is not resourced immediately, there is a net increase in CFR, represented by an underlying need to borrow for capital purposes, whether or not external borrowing actually occurs. The CFR may then reduce over time by future applications of capital receipts, capital grants/contributions or further charges to revenue.
10. This Prl is necessary, because under an integrated treasury management strategy (in accordance with best practice under the CIPFA Code of Practice on Treasury Management in the Public Services), borrowing is not associated with particular items or types of expenditure, whether revenue or capital
11. Net Borrowing is the Council’s total external debt less its short term cash investments.

#### Prl 5 – Compliance with CIPFA Code of Practice for Treasury Management in the Public Services (“The Code”)

**The Council is and will continue to be fully compliant with the CIPFA Code of Practice for Treasury Management in the Public Services.**

12. This Code of Practice has been complied with during 2011-12.

## Treasury Management Indicators within the Prudential Code

### Trl 1 – Authorised Limit for External Debt

<b>Authorised Limit</b>	<b>2011-12 £ million</b>	<b>2012-13 £ million</b>	<b>2013-14 £ million</b>	<b>2014-15 £ million</b>
Borrowing – General Fund	453.0	418.5	417.6	426.8
Borrowing – HRA	122.6	122.6	122.6	122.6
<b>Total Borrowing</b>	<b>575.6</b>	<b>541.1</b>	<b>540.2</b>	<b>549.4</b>
Other Long Term Liabilities	0.2	0.2	0.2	0.2
<b>TOTAL</b>	<b>575.8</b>	<b>541.3</b>	<b>540.4</b>	<b>549.6</b>

13. This Authorised Limit was not exceeded at any time during the year, as maximum borrowing was below the lower Operational Boundary.

### Tr 2 – Operational Boundary for External Debt

<b>Operational Boundary</b>	<b>2011-12 £ million</b>	<b>2012-13 £ million</b>	<b>2013-14 £ million</b>	<b>2014-15 £ million</b>
Borrowing – General Fund	393.8	408.5	407.6	416.5
Borrowing – HRA	122.6	122.6	122.6	122.6
<b>Total Borrowing</b>	<b>516.4</b>	<b>531.1</b>	<b>530.2</b>	<b>539.1</b>
Other Long Term Liabilities	0.2	0.2	0.2	0.2
<b>TOTAL</b>	<b>516.6</b>	<b>531.3</b>	<b>530.4</b>	<b>539.3</b>

14. This Trl is for gross borrowing and was set at a limit that would allow the Council to take its entire financing requirement as loans if this was the most cost effective alternative. The limit on HRA borrowing is capped at £122.6 million. The limits, which have not been exceeded during the period covered by this report, are set to anticipate expected expenditure. The maximum gross borrowing during the year being £364.0 million (£245.2 million on General Fund and £118.8 on HRA) at 31 March 2012.

### Trl 3 – External debt

	<b>31/3/11 Actual £ million</b>	<b>31/3/12 Expected £ million</b>	<b>31/3/12 Actual £ million</b>
Borrowing – General Fund	245.2	280.2	245.2
Borrowing – HRA	0.0	118.8	118.8
<b>Total Borrowing</b>	<b>245.2</b>	<b>399.0</b>	<b>364.0</b>
Other Long Term Liabilities	£0.2	0.2	£0.2
<b>TOTAL</b>	<b>245.4</b>	<b>399.2</b>	<b>364.2</b>

15. This Trl shows the gross External Debt outstanding at year end. The actual borrowing figure is outstanding long term borrowing as shown in Appendix C (i). The difference between expected and actual borrowing in respect of the General Fund reflects the reprogramming of capital expenditure from 2011-12 into later years meaning the requirement to borrow has been reduced. The excess capital expenditure has been covered by internal borrowing against investments.
16. Details of all long term loans taken during the year are given in Appendix C (i).

## **Treasury Management Indicators within the Treasury Management Code**

Trl 4a and 4b – Upper Limit on Fixed Interest Rate Exposures and Interest Rate Exposures, respectively

**The Council's upper limit for fixed interest rate exposure for the period 2011-12 to 2014-15 is 100% of net outstanding principal sums.**

**The Council's upper limit for variable interest rate exposure is 25% for 2011-12, 40% for 2012-13, 40% for 2013-14 and 45% for 2014-15 of net outstanding principal sums.**

17. All loans and investments are at fixed rates of interest.

Trl 5 – Maturity Structure of Borrowing

<b>Limits on the Maturity Structure of Borrowing</b>	<b>Upper Limit</b>	<b>Lower Limit</b>	<b>Actuals 31/3/12</b>
Maturing Period:			
- under 12 months	15%	0%	0.5%
- 12 months and within 24 months	15%	0%	0.0%
- 2 years and within 5 years	45%	0%	9.7%
- 5 years and within 10 years	75%	0%	8.9%
- 10 years and above	100%	0%	80.9%

18. In addition to the main maturity indicators it is considered prudent that no more than 15% of long term loans should fall due for repayment within any one financial year. The actual maximum percentage falling due for repayment in any one year is currently 3.6% (£13 million) in both 2052-53 and 2053-54. The average interest rate on present long-term debt is 3.77%, which continues to be one of the lowest local authority rates.

Trl 6 – Total Principal Sums invested for periods longer than 364 days

19. This Trl is covered by the Annual Investment Strategy, which is detailed in Appendix B.

### **Other Treasury Management issues**

#### ***Short Term Cash Deficits and Surpluses***

20. It was agreed that temporary loans and deposits would be used to cover short term cash surpluses and deficits that arise during the year. Such borrowing or investments would be made to specific dates at fixed rates, with reference to cash flow requirements. Investments have also been placed in Money Market Funds during the year.
21. Temporary loans and deposits are summarised in Appendix C (ii).

### ***Icelandic Bank Deposits***

22. During 2011-12 the Council received four more interim dividends from the administrators of Heritable Bank totalling £1.603 million. The Council also received the first repayment of approximately £0.952 million from Landsbanki.
23. According to the latest available information, the Council should expect to receive a total repayment from Heritable of between 86 and 95 pence in the pound.
24. The Landsbanki Winding-up Board announced on March 9, 2012 that it anticipated recoveries in the administration of Landsbanki would exceed the book value of priority claims by around ISK 121bn (some 9% higher than the value of priority claims) taking account of the sale of its holding in Iceland Foods. It is now considered likely that local authorities will recover 100 per cent of their deposits.
25. The deposits outstanding with Icelandic banks are shown in Appendix C (ii) at impaired value, impairment being calculated using CIPFA guidance, which is contained in LAAP Bulletin 82, Update 6, May 2012, less repayments.

### ***Longer Term Cash Balances***

26. The tight monetary conditions following the 2008 financial crisis continued through 2011-12 with little material movement in the shorter term deposit rates. However, one month and longer term rates rose significantly in the second half of the year as the Eurozone crisis grew. The ECB's actions to provide nearly €1 trillion of 1% 3 year finance to EU banks eased liquidity pressures in the EU and investment rates eased back somewhat in the first quarter of 2012. This action has also given EU banks time to strengthen their balance sheets and liquidity positions on a more permanent basis. Bank Rate remained at its historical low of 0.5% throughout the year, while market expectations of the imminence of the start of monetary tightening was gradually pushed further and further back during the year to the second half of 2013 at the earliest.
27. Overlaying the relatively poor investment returns were the continued counterparty concerns, most evident in the Euro zone sovereign debt crisis which resulted in a second rescue package for Greece in the first quarter of 2012. Concerns extended to the potential fall out on the European banking industry if the crisis were to end with Greece leaving the Euro and defaulting.
28. In the current economic climate it is considered appropriate to keep investments short (i.e. up to three months) and only invest with highly credit rated financial institutions, using Sector's suggested creditworthiness approach. Therefore, when available for investment, longer term cash balances were mainly placed on short term deposits. However, an opportunity arose to take advantage of favourable long term rates, whilst maintaining security, sufficient liquidity and placing deposits within the required creditworthiness parameters and an investment was placed with Lloyds Banking Group for 12 months at 2.15% during the financial year.
29. Should the situation change in the next financial year, consideration will be given to investing further in the longer term where rates are attractive, whilst maintaining considerations regarding security and liquidity of investments.

**INVESTMENT STRATEGY FOR 2011-12**

1. All investments of surplus cash balances were placed to ensure:
  - a) the security of capital, deposits only being placed with financial institutions which met the **high credit ratings** laid down in the approved Strategy;
  - b) the liquidity of investments, all deposits being placed for fixed periods at fixed rates of interest; and
  - c) all such investments were in sterling and in “Specified Investments”, as prescribed in the DCLG Guidance on Local Government Investments (the “Guidance”).
2. The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.
3. As summarised in Appendix C (ii), 259 deposit transactions were processed during the year, with a gross value of £1,094.976 million. Of deposits placed, 129 were placed direct with HSBC Bank Treasury on the Council’s overnight deposit account, 1 in call accounts, 103 through money market funds and 26 were placed with other counterparties via the money markets and direct dealing. The level of deposits in call accounts reflects both counterparty downgrading and banks moving away from instant access call accounts to notice accounts, which are not always suitable for cash flow purposes.
4. Details of the deposits outstanding at the end of the year, totalling £49.665 million, are shown in Appendix C (ii). These deposits represent the Council’s reserves both long term, such as the PFI and Insurance funds, and short term such as creditors or payments in advance and include the deposits that remain outstanding from Icelandic banks at impaired value less repayments.
5. The opportunity was taken to place a proportion of these deposits in longer term investments for 12 months, taking advantage of the improved interest rates on offer for the longer maturity period. These are shown within general deposits in Appendix C (ii).
6. A further Money Market Fund was opened during the year. The balances remaining within the (four) funds at the end of the year are also shown in Appendix C (ii).
7. The Council contracts with a treasury adviser, regularly reviewing credit ratings of potential organisations and their respective country's ratings, together with other 'tools' used to assess the credit quality of institutions such as credit default swaps. The Council uses this information to assess institutions with which it may place deposits or from which it may borrow, including interest rate forecasts for both borrowing and investment, together with setting a 'benchmark' borrowing rate. The Council's investment policy is 'aimed' at the prudent investment of surplus cash balances to optimise returns whilst ensuring the security of capital and liquidity of investments. However, the Council, like any other organisation, can be exposed to financial risk, which is negated as far as possible by the foregoing measures.

**SUMMARY OF LONG TERM BORROWING 1 APRIL 2011 - 31 MARCH 2012****LOANS RAISED During the Period (All taken out to fund HRA Settlement)**

Date raised	Lender	Amount (£m)	Type	Interest rate (%)	Maturity date	No. of years
28-Mar-12	PWLB	4.810	Maturity	1.760	Mar-19	7.00
28-Mar-12	PWLB	8.000	Maturity	1.990	Mar-20	8.00
28-Mar-12	PWLB	4.000	Maturity	2.210	Mar-21	9.00
28-Mar-12	PWLB	8.000	Maturity	2.400	Mar-22	10.00
28-Mar-12	PWLB	8.000	Maturity	2.560	Mar-23	11.00
28-Mar-12	PWLB	8.000	Maturity	2.700	Mar-24	12.00
28-Mar-12	PWLB	8.000	Maturity	2.820	Mar-25	13.00
28-Mar-12	PWLB	10.000	Maturity	2.920	Mar-26	14.00
28-Mar-12	PWLB	8.000	Maturity	3.010	Mar-27	15.00
28-Mar-12	PWLB	6.000	Maturity	3.080	Mar-28	16.00
28-Mar-12	PWLB	7.000	Maturity	3.150	Mar-29	17.00
28-Mar-12	PWLB	8.000	Maturity	3.210	Mar-30	18.00
28-Mar-12	PWLB	2.000	Maturity	3.260	Mar-31	19.00
28-Mar-12	PWLB	5.000	Maturity	3.300	Mar-32	20.00
28-Mar-12	PWLB	6.000	Maturity	3.340	Mar-33	21.00
28-Mar-12	PWLB	7.000	Maturity	3.370	Mar-34	22.00
28-Mar-12	PWLB	2.000	Maturity	3.400	Mar-35	23.00
28-Mar-12	PWLB	9.000	Maturity	3.440	Mar-37	25.00
	<b>Total</b>	118.810				

Average period to maturity (years)

15.56

Average interest rate (%)

2.87**Maturity Profile at 31 March 2012**

Year	Amount (£m)	%age	Average rate (%)
1 to 5 years	36.065	9.9	3.358
6 to 15 years	84.933	23.3	2.905
16 to 25 years	99.500	27.3	3.821
26 to 50 years	127.500	35.0	4.368
Over 50 years	16.000	4.4	4.298
<b>Totals</b>	363.998	100.0	3.774

Average period to maturity (years)

25.52

**SUMMARY OF TEMPORARY LOANS AND DEPOSITS 1 April 2011 - 31 March 2012****Deposits Outstanding at 31 March 2012**

Borrower	Amount £m	Terms	Interest rate(%)
Lloyds TSB Bank	5.000	Fixed to 10-Aug	2.15
Nationwide Building Society	8.000	Fixed to 16-Apr	1.01
Barclays Bank	8.000	Fixed to 16-Apr	0.98
Svenska Handelsbanken AB	0.026	No fixed maturity date	0.75
Black Rock Money Market Fund	6.187	No fixed maturity date	0.57
JP Morgan Money Market Funds	0.017	No fixed maturity date	0.66
Prime Rate Money Market Fund	12.928	No fixed maturity date	0.88
Goldman Sachs Money Market Fund	6.000	No fixed maturity date	0.69
Heritable Bank	0.582	Est Recoverable Amount	6.00
Heritable Bank	0.388	Est Recoverable Amount	6.00
Heritable Bank	0.582	Est Recoverable Amount	6.00
Heritable Bank	0.195	Est Recoverable Amount	5.42
Landsbanki	1.739	Est Recoverable Amount	6.10
Landsbanki	0.021	Est Recoverable Amount	3.40
<b>Total</b>	<b>49.665</b>		

Outstanding deposits with Icelandic Banks are shown at the estimated recoverable amount, which takes account of estimated impairments and any repayments received to date. The last entry relates to the amount paid out in ISK by the Winding-up Board of Landsbanki and is currently held in Iceland in an interest bearing escrow account, which is accounted for as a "new" investment. Interest rates shown against the other Icelandic deposits are the original rates at acquisition date.

**Transactions During the Period**

Type	Balance	Raised		Repaid		Balance	Interest
	1 Apr 11 £m	Value £m	No.	Value £m	No.	31 Mar 12 £m	Variance * High/Low(%)
<b>Temporary loans</b>							
- General	0.000	0.000	0	0.000	0	0.000	
<b>Total</b>	<b>0.000</b>	<b>0.000</b>	<b>0</b>	<b>0.000</b>	<b>0</b>	<b>0.000</b>	
<b>Temporary deposits</b>							
- General	25.416	203.605	26	204.514	25	24.507	2.15/0.65
- HSBC Overnight	0.400	414.858	129	415.258	130	0.000	0.25/0.20
- Call Accounts	17.259	8.040	1	25.273	8	0.026	0.80/0.75
- Money Market Funds	38.992	468.473	103	482.333	121	25.132	0.95/0.46
<b>Total</b>	<b>82.067</b>	<b>1,094.976</b>	<b>259</b>	<b>1,127.378</b>	<b>284</b>	<b>49.665</b>	

\* Interest variance is the highest/lowest interest rate for transactions during the period.

\* In terms of general deposits, the high of 2.15% was obtained on a special 12 month deposit.

General deposits include impaired Icelandic investments less any repayments that have been received, to date.



**Wiltshire Council**

**Council**

**10 July 2012**

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**Notice of Motion No. 28**

**Site at Old Innox Hall, Trowbridge**

**From Cllrs Jeff Osborn (Trowbridge Grove Division)**

**and Helen Osborn (Trowbridge Lambrok Division)**

**Preamble**

Planning permission has already been granted for changing facilities on the site of the Old Innox Hall, Trowbridge and arrangements are well advanced to secure necessary funding.

To succeed with this sports related development would be one important step in tackling the woeful shortage of recreational facilities in the Trowbridge area.

Trowbridge Area Board has already voted against allowing housing development on this site.

**Motion**

**That this Council instructs the relevant Cabinet members to drop all moves to place housing on the site of the old Innox Hall, Trowbridge and to speedily proceed with the construction of the changing facilities for sports players on this site.**

Officer report attached to assist Council in its consideration of this motion.

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## WILTSHIRE POLICE AUTHORITY

MINUTES of a MEETING held at MELKSHAM DIVISIONAL HEADQUARTERS, SEMINGTON, on THURSDAY 19<sup>TH</sup> APRIL 2012

PRESENT: Mr C Hoare (Chairman), Mr R Britton, Mr C Caswill, Mr B Fishlock, Mr B Ford, Mr R Holland, Mr C Humphries, Mr A Johns, Mrs G Mortimer, Mr R Rogers, Mr P Sample, and Mrs G Stafford.

IN ATTENDANCE: T/Chief Constable P Geenty, Mr M Bennion-Pedley, Mr K Kilgallen, Mr M Prince, and Miss S Kyte

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1. **Apologies** Apologies for absence were received from Mr Bluh, Ms Hillyer, Mr Macpherson, Mrs Soden, and Ms Tawiah.

2. **Public Questions** There were none.

3. **Declarations of Interest** There were none.

4. **Chairman's Announcements**

T/Assistant Chief Constable James Vaughan

The Chairman informed Members that T/ACC James Vaughan had been successful in his application to the substantive ACC post with Dorset Police and would be leaving Wiltshire Police mid-May. The Chairman was currently in discussions with the T/Chief Constable on how this vacancy would be filled.

Annual Policing Plan 2012-15

The Policing Plan had been issued to the Home Office but not yet published within the public domain. The document was currently with the reprographics department for design and would be published shortly.

Resolved: *To note the updates provided by the Chairman.*

5. **Minutes of the Meeting held on 9<sup>th</sup> February 2012**

Resolved: *To agree and sign the minutes of the meeting held on 9<sup>th</sup> February 2012 as a true and accurate record.*

6. **Minutes of the Extraordinary General Meeting held on 27<sup>th</sup> March 2012**

Resolved: *To agree and sign the minutes of the extraordinary general meeting held on 27<sup>th</sup> March 2012 as a true and accurate record.*

7. **Outstanding Actions**

9<sup>th</sup> February 2012, Minute 9.3: Mrs Stafford stated that she had not yet received the requested information.

9<sup>th</sup> February 2012, Minute 22: The Tri-service Specialist Ops Unit would be discussed at Agenda Item 13.

27<sup>th</sup> March 2012, Minute 5.2: The Assistant Chief Officer stated he would liaise with the Head of Finance and arrange for this information to be circulated to Members.

Resolved: *To note the updates provided on the outstanding actions and to update as detailed above.*

## 8. **WPA and Force Risk Register**

*Risk 10.10 (Continued Diligence – can the Police Authority maintain an efficient and effective force pending the arrival of Police and Crime Commissioners):* The Chairman informed Members that he and the Chief Executive would be meeting with HMIC on 20<sup>th</sup> April 2012 to discuss WPA preparedness for the arrival of Police and Crime Commissioners. A briefing pack had been designed for HMIC and a copy of this would be circulated to all Members.

### Force Risk Register

A copy of the Force Risk Register as at 31<sup>st</sup> March 2012 had been circulated to Members as well as the Risk Register for 2012-13. The T/Chief Constable reported that:

- 11 risks had been carried forward to the new Risk Register;
- 5 risks had been closed and removed; and
- 2 risks had been incorporated into new risks (*Risk 3.3 Identifying Vulnerable Victims and Risk 3.4 Integrated Offender Management*).
- No risks were currently graded red.

*Risk 2.3 Senior Management Resilience:* Members queried whether due to the imminent departure of the T/ACC the grading of this risk should be reconsidered. The T/Chief Constable stated he felt there were a number of options available for the filling of this post that would ensure the resilience of the Chief Officer Team.

- Resolved:
- 1) *To note the updates provided.*
  - 2) *For the HMIC Briefing Pack for Police and Crime Commissioners to be circulated to all Members.*

## 9. **Revenue Budget Monitoring Statements** A report by the Chief Constable had been circulated attaching the revenue monitoring statement to end of February 2012.

Mr Fishlock stated that the current rate of spending by the Force over the first 11 months of 2011-12 would indicate that the underspend was likely to be closer to £6million although reassurance had been given by the Head of Finance that he was robust in his forecasting. However, should this prove not to be the case, the Authority would need to demonstrate to the public what the Authority's plans are for these reserves (especially when these are considered with the £4m underspend for 2010-11). In order to ensure consistency and where differing views of the level of underspend may arise from, the Force was asked to produce the same monitoring statement used throughout the year for the final year end figures.

Mr Caswill stated that he had identified that from April 2010 to December 2011 there was only one month where the full complement of PCSOs were in place. He felt there was an opportunity to over recruit on PCSOs to ensure numbers were kept consistently high and would welcome the opportunity to have this debate. The Assistant Chief Officer stated that the response model was currently running well on fewer numbers than anticipated which may allow for some flexibility in the supporting of Neighbourhood Policing Teams (NPTs) and that the review of NPTs was currently being carried out and the results awaited. These issues would be considered at the Change Management Board meetings which were also attended by the Police Authority. This was welcomed although it was felt that any debate around PCSO numbers should be held in the public domain.

- Resolved:
- 1) *To note the projected underspend of £3.998million.*
  - 2) *To ask the Force to produce the revenue statement for 2011-12 in the same format as the monitoring statement which is considered by Members throughout the financial year.*
  - 3) *To note that any debate on the recruitment and maintaining of PCSO numbers should be held within the public domain.*

10. **Creating a Sustainable Policing Model for Wiltshire** A report by the T/Chief Constable and a powerpoint presentation was circulated to Members which the Assistant Chief Officer spoke to. The report and the presentation would be submitted for discussion at the forthcoming Value and Productivity Group meeting. The key points to note were:

- Savings of £6.3million had now been confirmed. This exceeded the savings target by £1.7million.
- In relation to performance, the Force was continuously exceeding the 85% target for immediate and priority response and was performing well in relation to 'time out of station'.
- Appendix A of the written report detailed 8 programme strands. Of these:
  - The Laminated Squeeze, and Operational Development and Integration were mostly completed;
  - Community Problem Solving and Integration, People and Cultural, and PCC Transition / New Governance Model were live;
  - Criminal Justice Efficiency Programme would commence with the next Change Management Board meeting;
  - Estate Rationalisation would commence within the next couple of months; and
  - Customer Contact and Initial Service Fulfilment would be scoped in due course.
- Appendix B of the written report provided information on savings identified and confirmed towards the 2012-13 target and the full savings target.

Mrs Stafford reported that a huge amount had been achieved despite massive changes such as shift patterns and mobile and remote working, the new policing model appeared to be working well. The Chief Officer team should ensure these positive messages are communicated to staff. The T/Chief Constable stated that he had an internal message which he would be circulating to staff this week on this very subject.

Mr Caswill asked that following the discussion on this report at the Value and Productivity Group meeting, the Group's comments should be reported to a Strategy, Direction and Progress Committee meeting so that this can then be reported on within the public domain. Mrs Mortimer stated it would be useful if a framework for the reporting on change management information could be created to ensure Authority meetings were programmed into this so that discussions were held in the relevant forum which should always be within the public domain.

- Resolved:
- 1) *To note the update provided by the Assistant Chief Officer.*
  - 2) *That following discussion of this report at the Value and Productivity Group meeting, the Group's comments should be reported within the public domain of the next Strategy, Direction and Progress Committee.*

11. **Olympics** A report by the T/Chief Constable had been circulated who reported as follows:

- A Resilience and Planning Group had been established which met monthly to consider and oversee the relevant resourcing issues for 2012.
- Annual Leave was not permitted to be carried over from the previous financial year.
- Only those staff who were being deployed had had their rest days cancelled. It was noted that this was a new model that would be adopted going forward.
- All mutual aid provided by Wiltshire Police to the Olympics and Para-Olympics was fully recoverable from the London Organising Committee of the Olympic and Para-Olympic Games.
- A number of Special Constables (48) had been assigned duties at Solstice / Avebury this year.

Mrs Stafford stated that the report circulated informed on work that was currently taking place or planned, but did not include on how the Force would deal with any unexpected elements, such as the 2011 riots. In light of the T/ACC's departure to Dorset, Mrs Stafford also asked for the T/DCC to be appointed as strategic lead. The T/DCC had overseen this work previously and she felt there was benefit in this being the responsibility of someone who already had prior knowledge of what was involved.

Resolved: 1) *To note the contents of the report.*  
2) *To ask the Force to note Mrs Stafford's request for the strategic lead for this work element to be the T/DCC following the T/ACCs departure to Dorset.*

12. **Operation Pinnacle** A report by the Chief Constable had been circulated. The T/Chief Constable provided a verbal summary of the operation to Members, the key points of which to note were:

- Although attendance of Crime Scene Investigators (CSI) at volume crime offences increased to 300% the forensic captures obtained could still have been obtained through the daily CSI process used prior to Pinnacle.
- Operation Pinnacle did not impact upon detection rates.
- Victim satisfaction had increased.
- The senior team have been asked to look the principles of Pinnacle and how these could be developed further in order to maintain public satisfaction but also address the negative aspects of the operation.
- A focus would still be maintained on non-dwelling burglary and vehicle crime but there should be a shift from reactive to a proactive response in the targetting of offenders.

Resolved: *To note the update provided by the T/Chief Constable and to ask him to produce a short summary for Members on the conclusions of Pinnacle and how this would now be taken forward.*

13. **Tri-Service Specialist Ops Unit** The T/Chief Constable stated that the draft business case had been received for comment. There were some issues to be discussed with the other Forces involved but as soon as all comments had been collated, the business case would be submitted to the Authority for consideration. It was anticipated this should be within the next few weeks.

Resolved: To note the verbal update provided by the T/Chief Constable.

#### 14. Committee Reports

Meeting

Audit and Risk

Date

26<sup>th</sup> March 2012

As Chairman of the Audit and Risk Committee, Mr Fishlock brought to Members' attention that the Committee had recently received two internal audit reports with limited assurance. These were Security of Seized Proceeds of Crime Arrangements and Asset Management Arrangements. As the Audit and Risk Committee only meets quarterly, the Committee had asked the Budget Action Group (which meets monthly) to oversee the Force action plans on these two audits.

Resolved: To note the update provided by the Audit and Risk Chairman.

#### 15. Group Reports

*Community Engagement Working Group:* Mr Humphries stated that as there was no pressing business for discussion the meeting scheduled for 18<sup>th</sup> April had been cancelled. The Chief Executive informed Members that there was an internal Force Group (Customer Relations and Public Engagement Group (CRPEG)) and it was intended that the Authority would feed issues into this which Mr Humphries would then report back on at the following Authority meeting. A meeting of the CRPEG had been held on 12<sup>th</sup> April 2012 and notes had been made available which would be circulated to all Members for information.

Resolved: 1) To note the update provided by Mr Humphries.

2) That the notes of the Force Customer Relations and Public Engagement Group would be circulated to all Members.

#### 16. Conferences and Meetings Attended by Members since the Previous Meeting, and Future Conferences / Seminars

None have been attended.

#### 17. Dates of Police Authority Meetings in 2012

**2012**

14<sup>th</sup> June

20<sup>th</sup> September

1<sup>st</sup> November

#### 18. Urgent Items

i. South West Police Procurement Department (SWPPD)

A report by the Chief Executive had been circulated. Mr Johns took the opportunity to update Members on the most recent meeting of the Project Board held on 13<sup>th</sup> April 2012.

Resolved: 1) To authorise Mr Johns to represent WPA on the Project Board and to make decisions on behalf of WPA in respect of the shared procurement service.

2) To authorise Ms Hillyer to exercise the delegated authority set out in the report in Mr Johns' absence.

19. **Exclusion of the Public**

Resolved: *In accordance with Section 100A (4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Items 20-25 below because it is likely that if a member of the public were present there would be disclosure to them of exempt information as defined in Paragraphs 3, 4 and 7 of Schedule 12A to the Act.*

20. **Salisbury Police Station** A joint report by the Chief Executive and the Chief Constable had been circulated. Mr Caswill raised concerns about discussing this matter in Part II and felt that the discussions should have been held within the public domain. In a response to queries from Members, the Chief Executive stated that there had been no public meetings with the local council or local residents.

Members debated the matter before Mr Caswill proposed that the preferred option to the Authority, subject to legal opinion, would be to close the area of land highlighted in red in the attachment to the report two days a year and that this proposal should be taken to the public for consultation. This was seconded by Mr Humphries and unanimously agreed.

Mr Caswill requested that should the matter require further discussion at an Authority meeting that this be considered within the public domain.

Resolved:

- 1) *That the preferred option to the Authority, subject to legal opinion, would be to close the area of land highlighted in red in the attachment to the report two days a year and that this proposal should be taken to the public for consultation.*
- 2) *To note Mr Caswill's request that should the matter require further discussion at an Authority meeting, the matter would be considered within the public domain.*

21. **Swindon Community Safety Partnership** A report by the Chief Constable had been circulated. Mr Ford stated that he had met with the Swindon Community Safety Partnership Manager and his concerns had been addressed. The T/Chief Constable reported that Wiltshire Council were now being spoken to about a similar arrangement for County.

Resolved: *To authorise the establishment of a joint community safety service with Swindon Borough Council with the Borough Council as the lead authority subject to completion of a collaboration agreement on terms to be agreed by the Chief Executive, Treasurer, and the T/Chief Constable.*

22. **Forensic Analysis** A report by the Chief Executive had been circulated.

Resolved: *To note the content of the report and agree that the Authority wishes to remain as part of the collaboration for the provision of forensic analytical services.*

23. **Olympics** A report by the T/Chief Constable had been circulated.

Resolved: *To note the content of the confidential report and the update provided by the T/Chief Constable.*



24. **Helicopter** A report by the Chief Executive had been circulated.

- Resolved:
- 1) *To authorise the Chief Executive and T/Chief Constable to respond to the consultation on the draft collaboration agreement before the closing date of 27<sup>th</sup> April 2012.*
  - 2) *To authorise the Chief Executive, Treasurer, and the T/Chief Constable to enter into negotiations with the National Police Air Service, Wiltshire Air Ambulance Trust, Police Aviation Services Limited, and GWAS on the novation of the Wiltshire contracts to the National Police Aviation Service and the Trust so as to secure the police air ambulance cover to Wiltshire on the best terms available.*

25. **Committee Reports**

<u>Meeting</u>	<u>Date</u>
Audit and Risk	26 <sup>th</sup> March 2012

Resolved: *To note the minutes of the meeting above.*

(Duration of Meeting: 10.30am to 12.45pm)

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## WILTSHIRE COUNCIL – July 2012 REPORT BY CAROLE SODEN

### WILTSHIRE POLICE PERFORMANCE

The performance in this report relates to the period May 2011 to April 2012 and gives comparisons with the same period in the previous year. Figures relate to Force level performance and give a comparison against our Most Similar Forces (MSF). Crime groupings have changed slightly to reflect the new HMIC crime tree.

#### Overall Crime

- The total number of **All Crimes** has fallen by 3% which equates to 1,299 fewer crimes with Wiltshire Police currently performing in line with peers and better than the MSF average.
- The rate at which crimes have been detected and resolved has risen to 27.88% compared to an MSF average of 30.00 equating to 680 more detections. Local Resolutions (low level crime and anti-social behaviour settled locally between victim and perpetrator) are now included in all crime detection rates and are therefore reflected in the above figures.

#### Violence Against the Person

- The incidence of **Violence Against the Person** has also fallen by 4% (217 fewer crimes). The Force is currently performing in line with peers and better than average with a total of 8.845 per 1,000 residents compared to an MSF average of 9.179.
- The rate at which Violence Against the Person has been detected and resolved has risen slightly to 44.63% with the MSF average currently at 44.12%. This equates to 23 more detections compared to last year.

**Vehicle Crime** continues to rise by 5% (183 more crimes) with performance in line with peers and worse than average (5.921 offences per 1,000 population compared to an MSF average of 5.772).

**Domestic Burglary** is performing better than peers with Wiltshire maintaining first position in their MSF grouping. Performance reflects an 18% decrease (287 fewer crimes) compared to last year which equates to 4.881 crimes per 1,000 residents against an MSF average of 7.456.

**Criminal Damage and Arson** has decreased by 5% (329 fewer crimes) and is performing slightly above the MSF average at 10.284 per 1,000 residents compared to 9.894.

	Most Similar Force Position	Most Similar Force Position Previous Financial Year 2011/12	May 2011 - Apr 2012 compared to May 2010 - Apr 2011
All Crime	↔	↔	-3% (1,299 fewer crimes)
All Detections*	↔	↔	+7% (680 more detections)
Violence Against the Person	↔	↔	-4% (217 fewer crimes)
Violence Against the Person Detections	↔	↔	+1% (23 more detections)
Acquisitive Crime	↔	↔	-4% (719 fewer crimes)
Acquisitive Crime Detections	↔	↔	+8% (186 more detections)
Vehicle Crime	↔	↔	+5% (183 more crimes)
Domestic Burglary	↑	↑	-18% (287 fewer crimes)
Criminal Damage and Arson	↔	↔	-5% (329 fewer crimes)

\*Includes Local Resolutions

#### Key

Better than Peers	↑
Inline with peers - better than average	↔
Inline with peers - worse than average	↔
Worse than Peers	↓

### **Wiltshire Police Performance**

On a national level Wiltshire are performing well in relation to rates of Violent Crime for the 12 months from May 2011 to April 2012, currently recording the ninth lowest rate nationally at 11.264 offences per 1,000 population. This is 19.88% lower than the national average of 13.927.

Full details of Wiltshire Police performance for the 2011/12 financial year will be published on the WPA website in due course.

### **Appointment of Temporary Assistant Chief Constable**

Following the appointments of Pat Geenty and Mike Veale as Acting Chief Constable and Acting Deputy Chief Constable respectively, Mr Steve Hedley has been appointed as Temporary Assistant Chief Constable. All the Chief Officer appointments are until March 2013 due to the introduction of the Police and Crime Commissioner in November this year who will appoint their own Chief Constable.

### **Transition to Police and Crime Commissioner (PCC)**

The PCC Partnership Board continues to meet in the run up to the election of PCCs in November 2012. Wiltshire Council are organising the establishment of a Police and Crime Panel which should be in place by the end of June. Panel Members will be invited to attend and observe Police Authority meetings as part of their training and induction.

A PCC microsite has been launched and can be found by following the link below. The microsite provides information to prospective candidates and the public about the roles and responsibilities of a PCC and where to go to find out further information.

<http://www.wiltshire-pa.gov.uk/pcc>

### **WPA Community Award**

The Authority has recently recognised the work of those charities and groups supported by WPA and Wiltshire Police. Seven organisations submitted entries and were invited to attend a presentation ceremony on 14<sup>th</sup> June 2012. Each organisation was presented with a certificate, with the winner being presented with a Rose Bowl. The work of the Life Education Centre was highly commended by the Judging Panel with Bluez 'n' Zuz the overall winners. Further information and photographs from the ceremony are available on the WPA website ([www.wiltshire-pa.gov.uk](http://www.wiltshire-pa.gov.uk)).

Councillors may also like to note that Pc Michael Diffin (Community Beat Manager for Swindon) has been awarded the MBE in the Queen's Birthday Honours for services to policing.

### **Police Authority Meeting Dates in 2012**

20<sup>th</sup> September

1<sup>st</sup> November

**Carole Soden, WPA Vice-Chairman**

**MINUTES of a MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY  
held at the WILTSHIRE FRS TRAINING & DEVELOPMENT CENTRE,  
HOPTON INDUSTRIAL ESTATE, DEVIZES  
on WEDNESDAY 30 MAY 2012**

**Present :** Cllr P Davis, Cllr C Devine, Cllr Mrs M Groom, Cllr Brigadier R Hall,  
Cllr N Martin, Cllr J Osborn, Cllr G Payne, Cllr G Perkins, Cllr Mrs B  
Wayman

**17 Membership**

The Clerk reported that the constituent authorities had appointed the following to be members of the Authority for the ensuing year :

Swindon Borough Council :

Cllr N Martin, Cllr B Mattock, Cllr G Perkins, Cllr R Wright

Wiltshire Council :

Cllr P Davis, Cllr C Devine, Cllr Mrs M Groom, Cllr Brigadier R Hall,  
Cllr H Marshall, Cllr C Newbury, Cllr J Osborn, Cllr G Payne, Cllr Mrs B Wayman

**18 Apologies**

Apologies for absence were received from Cllrs Mattock, Marshall, Newbury and Wright

**19 Election of Chairman**

This item was conducted by the Clerk, Cllr Brigadier R Hall having relinquished the chair prior to the meeting. Members agreed to suspend Standing Order 5.2 for this item of business to avoid the need for a secret ballot for the election of Chairman.

Cllr Brigadier R Hall was elected Chairman for the ensuing year and took the chair for the remainder of the meeting.

**20 Election of Vice Chairman**

Members agreed to suspend Standing Order 5.2 for this item of business to avoid the need for a secret ballot for the election of Vice Chairman.

Cllr N Martin was elected Vice Chairman for the ensuing year.

**21 Minutes of Last Meeting**

The minutes of the meetings held on 14 February 2012 were confirmed and signed.

**22 Chairman's Announcements**

The Chairman welcomed the re-appointed members of the Authority and in particular the new Member of the Fire Authority appointed by Swindon Borough Council, Cllr B Mattock (Cllr Mattock having sent his apologies).

The Chairman also went on to pay tribute to the considerable contribution made by the retiring Swindon Member, David Wren. A letter would be sent on behalf of the Authority expressing the thanks of Members for his exemplary service. The Chairman also reported on the good progress made by Cllr Marshall in recovering from his operation.

The Chairman went on to give details of:

- The Authority's congratulations to the "Safe Drive, Stay Alive" team on winning the Health Improvement Partnership Award from the Wiltshire Assembly.
- The re-scheduling of Members' Stations visits to an appropriate time during the implementation phase of the Transformation Programme.
- The attendance of Authority Members and Service personnel at the Service in Salisbury Cathedral on Friday 1<sup>st</sup> June to mark the Queen's Diamond Jubilee.
- The attendance of Cllrs Wren and Newbury and the Chief Fire Officer at the LGA Conference in Bournemouth in March.
- The briefing/training session for members on the subject of Transformation and Risk to be held after the CFA meeting.

**23 Questions from the Public**

The Chairman responded to a written question from a member of the public on the decision taken by the Fire Authority in respect of the Council Tax. With the permission of the Chairman:

- A representative of the Fire Brigades Union made a statement on behalf of the Union regarding the Transformation Programme.
- A representative of the Retained Fire-fighters Union presented a letter regarding the Transformation Programme.

**24 (1) Programme & Scrutiny Board Update Report**

A report of the meeting of the Board held on 8<sup>th</sup> May 2012 was received.

**(2) Terms of Reference**

On considering a paper by the Chief Fire Officer and Clerk to the Authority,

Resolved:

*To approve revised terms of reference for the Programme & Scrutiny Board and the four workstreams.*

**25 Finance Review & Audit Committee**

The minutes of the meeting of the Finance Review & Audit Committee held on 20 March 2012 were received.

**26 Fire Control Resilience**

On considering a paper by the Deputy Chief Fire Officer and Director of ICT,

Resolved:

- To note the report.*
- To endorse and support the partnership approach as outlined in the report.*
- To enter into a Partnership Agreement with Devon & Somerset, Dorset and Hampshire FRAs on terms to be agreed by the Chief Fire Officer & Chief Executive and Clerk to the Authority.*
- To approve the capital project for the provision of fire control services being added to the capital programme for which government funding of £1.8m has already been received.*

**27 Protection, Prevention and Intervention**

A short visual presentation was made.

**28 Staffing Committee**

The minutes of the meeting of the Staffing Committee held on 30 March 2012 were received.

**29 Membership of Committees and Representations on Other Bodies, etc.**

On considering a paper by the Clerk,

Resolved :

*To approve the nomination of members to the positions, and the appointment of members to the committees and other bodies, as set out in the table appended to these minutes for the ensuing year, i.e. until the annual meeting of the Authority in 2013.*

**30 Dates of Meetings 2012**

Members agreed that Thursday 21<sup>st</sup> June 2012 should be fixed as a date for a special meeting of the Authority to consider proposals for implementation of the provisions of the Localism Act regarding standards of members' conduct. Members also agreed that the meeting of the Authority in September 2012 should be moved from the 20<sup>th</sup> to the 27<sup>th</sup> September.

**31 South West Fire Control Limited**

Members noted that this Company, of which the Authority was a member, was likely to be dissolved in late July or August 2012.

(Duration of meeting 10.30 a.m. to 11.40 a.m. )

**WILTSHIRE AND SWINDON FIRE AUTHORITY**  
**MEMBERSHIP OF COMMITTEES AND REPRESENTATIVES ON OUTSIDE BODIES**  
**2 012 / 13**

Committee/body	No of places	Allocation of places where rules on political proportionality apply	Member(s) or representatives	Deputies where permitted
Finance Review & Audit Committee	5	Conservatives – 3 Liberal Democrat – 1 Other -1	Councillor G Perkins Councillor C Devine Councillor G Payne Councillor J Osborn Councillor R Wright	n/a
Urgency Committee	5	Conservatives – 3 Liberal Democrat – 1 Other -1	Councillor Brigadier R Hall Councillor N Martin Councillor P Davis Councillor H R Marshall Councillor C Newbury	n/a
Standards Committee (Chairman : Mr D Barker)	3 + 3 lay	n/a	Councillor Mrs B Wayman Councillor H R Marshall Councillor C Newbury  Mr D Barker ) Mr R McMillan )lay members Mr D Inright )	n/a
Staffing Committee	3	n/a	Councillor P Davis Councillor J Osborn Councillor N Martin	n/a
Programme & Scrutiny Board	3	n/a	Councillor Brigadier R Hall Councillor N Martin Councillor J Osborn	n/a



LGA General Assembly	4	n/a	Councillor Brigadier R Hall Councillor N Martin Councillor H R Marshall Councillor C Newbury	None
LGA Fire Forum	1	n/a	Councillor Brigadier R Hall	Councillor N Martin
Rural Commission	1	n/a	Councillor Mrs B Wayman Councillor Mrs M Groom	None
South West Councils	1	n/a	Councillor Brigadier R Hall	Councillor N Martin
South West Provincial Council	1	n/a	Councillor N Martin	
Wiltshire Assembly	1	n/a	Councillor H R Marshall	Councillor G Payne
Wiltshire Public Service Board	1	n/a	Councillor Brigadier R Hall	Councillor N Martin

**Pool of members  
for Appeal Committee**

Cllr G Perkins  
Cllr P Davis  
Cllr H R Marshall  
Cllr C Newbury  
Cllr G Payne  
Cllr R Wright

**Programme & Scrutiny Board Workstreams**

<u>Workstream</u>	<u>Lead</u>	<u>Deputy Lead(s)</u>
HR, Training & Development	Cllr P Davis	Cllr Mrs B Wayman
Operational Delivery	Cllr H R Marshall	Cllr B Mattock Cllr Mrs M Groom
Finance & ICT	Cllr C Devine	Cllr G Payne Cllr G Perkins
Performance, Risk Management & Partnerships	Cllr R Wright	Cllr J Osborn
<u>Member Champions</u>		
<u>Equality &amp; Diversity</u>	Cllr P Davis	
<u>Climate Change/Carbon</u>	Cllr Mrs M Groom	
<u>Data</u>	Cllr J Osborn	

30.5.2012

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