

# AGENDA



For a meeting of the
<b>COUNCIL</b>
to be held on
<b>THURSDAY, 3 MAY 2012</b>
at
<b>2.00 PM</b>
in the
<b>COUNCIL CHAMBER, COUNCIL OFFICES, ST. PETER'S HILL, GRANTHAM</b>
<b>Beverly Agass, Chief Executive</b>

Members of the Council are invited to attend the above meeting to consider the items of business listed below.

*For those Councillors who wish to attend, prayers will be held in the Council Chamber at 1:50pm before the commencement of the meeting.*

**1. ELECTION OF THE CHAIRMAN OF THE DISTRICT COUNCIL**

The Chairman will take the chair, make the declaration of acceptance of office and be invested with the chain of office.

**2. VOTE OF THANKS TO THE RETIRING CHAIRMAN**

After the vote of thanks, the Chairman will make a presentation to the retiring Chairman. The retiring Chairman will respond.

**3. APPOINTMENT OF VICE-CHAIRMAN OF THE DISTRICT COUNCIL**

The Vice-Chairman will make the declaration of acceptance of office and be invested with the Vice-Chairman's medallion.

**4. APOLOGIES FOR ABSENCE**

**5. DECLARATIONS OF INTEREST**

Members are asked to declare any interests in matters for consideration at the meeting.

**6. MINUTES OF THE MEETING HELD ON 1 MARCH 2012**

*(Enclosure)*

**7. COMMUNICATIONS (INCLUDING CHAIRMAN'S ANNOUNCEMENTS)**

*(Enclosure)*

**8. APPOINTMENT OF THE CABINET**

For noting. The Leader will announce the size of the Cabinet, appoint members to the Cabinet and announce their portfolios.

**9. APPOINTMENT TO COMMITTEE AND POLICY DEVELOPMENT GROUPS**

Report number LDS063 by the Head of Legal and Democratic Services.

*(Enclosure)*

**10. TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS 2012/13**

To approve a programme of ordinary meetings of the Council and its committees for the municipal year – report number LDS065 by the Head of Legal and Democratic Services.

*(Enclosure)*

**11. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

To consider nominations to represent the Council on outside bodies – report number LDS064 by the Head of Legal and Democratic Services.

*(Enclosure)*

**12. LOCAL AUTHORITY MORTGAGE SCHEME - REVIEW OF SCHEME**

Report number SD032 by the Resources Portfolio Holder.

*(Enclosure)*

**13. REVIEW OF POLLING DISTRICTS AND PLACES**

Report number LDS061 by the Returning Officer.

*(Enclosure)*

**14. GOVERNANCE AND AUDIT ANNUAL REPORT AND WORK PLAN**

Report number GAC004 by the Chairman of the Governance and Audit Committee.

*(Enclosure)*

**15. RECOMMENDATIONS FROM THE CONSTITUTION COMMITTEE**

Report number LDS062 by the Chairman of the Constitution Committee.

*(Enclosure)*

**16. LINCOLNSHIRE POLICE AND CRIME PANEL**

Report of the Engagement and Corporate Services Portfolio Holder.

*(To follow)*

**17. QUESTIONS WITHOUT DISCUSSION**

To note the list of questions asked under Council procedure rule 11.1 as circulated at the start of the meeting and their reference to the relevant Policy Development Group.

**18. NOTICES OF MOTION GIVEN UNDER COUNCIL PROCEDURE RULE 12:**

1) From Councillor Paul Wood

The Localism Act 2011 permits Councils to change from one form of governance to another.

This Council currently operates the leader/cabinet arrangement but this could be changed back to a committee system.

A committee system operated at SKDC for many years prior to the leader/cabinet arrangements and was very successful. Committees are the most democratic form of decision making and enable all Councillors to be involved and gain experience in many areas.

I am aware of other Councils reverting back to a Committee system and in particular Nottinghamshire County Council which is Conservative led have agreed to return to Committees following a Nottinghamshire Conservative manifesto pledge. They have successfully organised this change in the period from November 2011 to 17<sup>th</sup> May 2012 when the new system will commence. Nottinghamshire have also contained all costs within their existing budgets.

I propose that South Kesteven District Council agree to return to the Committee system and set a timescale to achieve this.

# MINUTES

COUNCIL

THURSDAY, 1 MARCH 2012

2.00 PM



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## PRESENT

Councillor Michael Cook Chairman

Councillor Bob Adams  
Councillor Mark Ashberry  
Councillor Ray Auger  
Councillor Harrish Bisnauthsing  
Councillor Pam Bosworth  
Councillor Robert Broughton  
Councillor Terl Bryant  
Councillor Paul Carpenter  
Councillor Mrs Frances Cartwright  
Councillor George Chivers  
Councillor Kelham Cooke  
Councillor Paul Cosham  
Councillor Nick Craft  
Councillor Alan Davidson  
Councillor Phil Dilks  
Councillor Breda Griffin  
Councillor David Higgs  
Councillor Reginald Howard  
Councillor Mrs Rosemary Kaberry-Brown  
Councillor Jock Kerr  
Councillor Vic Kerr  
Councillor Michael King  
Councillor David Nalson  
Councillor Mrs. Linda Neal  
Councillor John Nicholson

Councillor Alan Parkin  
Councillor Nick Robins  
Councillor Graddon Rowlands  
Councillor Bob Sampson  
Councillor Bob Sandall  
Councillor Susan Sandall  
Councillor Trevor Scott  
Councillor Ian Selby  
Councillor Rob Shorrock  
Councillor Mrs Judy Smith  
Councillor Jacky Smith  
Councillor John Smith  
Councillor Judy Stevens  
Councillor Ian Stokes  
Councillor Adam Stokes  
Councillor Mike Taylor  
Councillor Mrs Jean Taylor  
Councillor Jeff Thompson  
Councillor Frank Turner  
Councillor Bruce Wells  
Councillor Martin Wilkins  
Councillor Paul Wood  
Councillor Rosemary H Woolley  
Councillor Raymond Wootten  
Councillor Debbie Wren

## OFFICERS

Chief Executive (Beverly Agass)  
Strategic Directors (Daren Turner,  
Tracey Blackwell, Ian Yates)  
Head of Legal and Democratic Service  
(Lucy Youles)  
Head of Finance (Richard Wyles)

## OFFICERS

Head of Environmental Services (Dave  
Banks)  
Environmental Health Services Manager  
(David Price)  
Principal Democracy Officer (Jo Toomey)

**60. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bevan, Miss Channell, Morgan, Powell, Russell, Stephens and Mrs Sumner.

**61. DECLARATIONS OF INTEREST**

Councillor Ian Stokes declared a personal interest in agenda item 8 (the Budget for 2012/13 – fees and charges) because, as an accountant, he worked on behalf of people subject to those fees and charges.

Councillor Adam Stokes declared a personal interest in agenda item 8 (the Budget for 2012/13 – fees and charges) because, as an accountant, he worked on behalf of people subject to those fees and charges.

**62. MINUTES OF THE MEETING HELD ON 8 DECEMBER 2011**

The minutes from the meeting held on Thursday 8 December 2011 were proposed, seconded and agreed as a correct record.

**63. COMMUNICATIONS (INCLUDING CHAIRMAN'S ANNOUNCEMENTS)**

The Council noted the Chairman's engagements. Members congratulated the Chairman on the success of a recent coffee morning. Reference was also made to a civic engagement that was cancelled, of which no notice was received.

The Chairman requested to Members to note condolences to a Councillor who had suffered a recent bereavement.

**64. CORPORATE PLAN**

**Decision:**

**That the Council approves the Corporate Plan for publication as attached at appendix 1 to report number RCC12.**

On moving the recommendations in report number RCC12 on the Corporate Plan 2011-2015, the Leader congratulated the team on the document's format and readability. The document listed the Council's achievements and the Council's vision, priorities and plans for achieving them. The proposition was seconded.

Debate ensued on the item, during which the Council's ambitions were noted. One Councillor asked for assurance that the Council had sufficient capacity and resources to meet the priorities. Reference was also made to the Audit Commission's value for money conclusion.

The suggestion was made that a similar document could be produced in conjunction with children and young people across the district; this could provide an opportunity to raise the profile of the document within the wider community. It was further suggested that consultation on the corporate plan should form a key agenda item for Local Forums.

Comments were made relating to the Council's priority: 'support good housing for all' and concerns about a lack of certainty in developer-led housing schemes. It was noted that changes in the financing of the Housing Revenue Account could provide the Council with opportunities to develop houses itself.

In summing up, the Leader assured Councillors that there were no concerns about capacity at this point. In some priority areas, capacity had already been increased and provision had been made in the proposed budget in case further capacity was required. She advised that the community drop-in sessions which had replaced Local Forums, would be used to consult on issues like the Corporate Plan. Based on current information about changes to the housing subsidy, the Council was considering opportunities to build new homes, however further guidance from Government was awaited.

The proposition was put to the vote and carried.

## **65. LOCAL AUTHORITY MORTGAGE SCHEME**

### **Decision:**

- 1. Council approves participation in the Local Authority Mortgage Scheme (LAMS), in partnership with Lloyds Bank plc up to a limit of £1m (as defined in appendix A to report SD031)**
- 2. Council approves plans to extend LAMS across other lenders as they enter the scheme up to a total value of £5m subject to a full analysis of impact against priorities of the first £1m and subject to budget provision**
- 3. Council approves the policy for scheme eligibility as detailed in appendix B of report SD031, with the addition of: "the scheme will not be available for new build properties" to clause 5**
- 4. Council delegates to the Strategic Director (Corporate Services) the authority to execute the legal documentation and obtain the required legal indemnity to take part in the scheme**

The Resources Portfolio Holder moved the recommendations in report number SD031 on the Local Authority Mortgage Scheme; this was seconded. The draft scheme had been considered by members of the Resources Policy Development Group.

The Head of Legal and Democratic Services clarified the following points regarding the report and proposed policy:

- A map had been circulated to all Councillors, which showed the district's boundary and would form part of the scheme.

- Clause 3.2, bullet point 5 of the report stated that the scheme would not be available for the purchase of new build property. This was not reflected in the draft policy document and needed adding to clause 5 of appendix B.

Members spoke in support of the proposition, however several concerns were raised including how people who could not raise a deposit would meet the criteria for a mortgage and the number of properties that would be available within the price range across the district, noting particularly Stamford and Bourne where property prices were higher than Grantham. The Resources Policy Development Group had recommended a maximum purchase price of £125,000, the level at which properties would be subject to stamp duty from 25 March 2012.

In response to concerns about why the scheme would not be available for the purchase of new build properties, the Strategic Director (Corporate Focus) explained that if the recommendations were approved, the Council's initial scheme would be in partnership with Lloyds Bank plc, whose criteria stipulated the scheme was not for new builds. After the pilot, there could be opportunities to extend the scheme. The Government's FirstBuy scheme was designed solely for the purchase of new build properties; the local scheme was designed to complement this.

Councillors noted that the sale of an existing property to a first-time buyer could trigger up to five movements in the property market. Helping first-time buyers onto the property market could impact on the Council's housing register. Comment was made relating to the acclaim received by the scheme locally and nationally.

The proposition was put to the vote and carried unanimously.

## **66. BUDGET**

**Decision:**

### **PART A**

**In relation to the General Fund (Revenue) SECTION B of report HOF189, the Council:**

- Approves the original base estimate for 2012/13 and indicative base estimates for 2013/14 and 2014/15 and to set a General Fund budget requirement of £14.027M for 2012/13 (inclusive of special expenses) as detailed in the summary at Appendix A page 1;**
- Approves a Council Tax freeze for 2012/13 (including special expense areas)**
- Approves increases in Fees and Charges for 2012/13 as set out in Appendix D**

**In relation to the Housing Revenue Account (HRA) SECTION C of report HOF189,**

**the Council:**

- d. Approves the Housing Revenue Account for the year 2012/13 to set dwelling rent increases in accordance with Government guideline rent providing an average rent of £71.08 (and an average rental increase of 7.65%) shown at Appendix A page 7
- e. Sets an increase in garage rents of 5.6%
- f. Increases service charges by 5.6%
- g. and indicative years 2012/13 and 2014/15
- h. Approves the borrowing for the self financing of the HRA of a short term Maturity loan of term of between 8-9 years to the value of £25m and a 30 year Equalised Instalments of Principal (EIP) loan to the value of £96.6M
- i. In the event of extreme volatility in market rates between the date of the Council's decision and the date currently set for the financing implementation in respect of item h above to delegate to the Strategic Director Corporate Focus the authority to secure the most financially advantageous financing arrangement.

**In relation to Capital and investment Programmes SECTION D of report HOF 189, the Council:**

- j. Approves the General Fund Capital programme for 2012/13 to 2014/15 detailed at Appendix B page 1
- k. Approves the indicative Housing Investment programme for 2012/13 to 2014/15 detailed at Appendix B page 2
- l. Approves the Capital Financing statement detailed at Appendix B page 3

**In relation to the Reserves and balances SECTION E of report HOF 189, the Council:**

- m. Approves the use of the reserves as detailed at paragraph 16.

**Management and prudential indicators SECTION F of report HOF 189, the Council:**

- n. Approves the Treasury Management Strategy provided at Appendix D  
PART B

In accordance with the requirements set out in paragraphs 32 to 36 of the Local Government Finance Act 1992, the Council adopts:

- 1) That the following amounts be calculated by the Council for the year 2012/13 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992 (as amended)
  - a) £78,763,000 being the aggregate of the amounts which the Council estimates for the items set out in Section 32 (2) (a) to (e) of the Act (including special expense and parish precepts).
  - b) £63,653,000 being the aggregate of the amounts which the Council estimates for the items set out in Section 32 (3) (a) to (c) of the Act.
  - c) £15,110,000 being the amount by which the aggregate at a) above

exceeds the aggregate at b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year.

- d) £7,369,000 being the aggregate of the sums which the Council estimates will be payable for the year into its General Fund in respect of redistributed Non-Domestic Rates and Revenue Support Grant increased by the amount of the sum to be transferred from the Collection Fund to the General Fund
- e) £164.33 being the amount at c) above less the amount at d) above, all divided by the Council's tax base of 47,105.8 as recorded in minute 34 of the cabinet meeting of 5 December 2011, in accordance Section 33(1) of the Act, as the basic amount of its Council Tax for the year 2012/2013.
- f) £1,958,546 being the aggregate amount of all special items referred to in Section 34(1) of the Act.
- g) £122.76 being the amount of e) above, less the result given by dividing the amount of f) above by the Council's tax base relating to special items as set on 5 December, 2011 calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for year for dwellings in those parts of its area to which no special item relates.
- h) Part of the Council's area Band D equiv.

<u>Parish</u>	<u>Band D Equivalents</u>
	No.
Grantham	11274.8
Stamford	7131.8
Bourne	5005.5
Allington	359.0
Ancaster	582.4
Aslackby & Laughton	113.7
Barholm & Stow	34.2
Barkston & Syston	263.6
Barrowby	726.3
Baston	543.4
Belton & Manthorpe	205.0
Billingborough	485.1
Bitchfield & Bassingthorpe	58.1
Boothby Pagnell	64.2
Braceborough & Wilsthorpe	135.9
Ropsley, Humby, Braceby & Sapperton	341.3

Burton Coggles	38.8
Careby,Aunby & Holywell	68.6
Carlby	212.6
Carlton Scroop & Normanton	129.1
Castle Bytham	301.7
Caythorpe	539.8
Claypole	505.7
Colsterworth,Gunby & Stainby & N.Witham	737.9
Corby Glen	399.7
Counthorpe & Creeton	34.3
Deeping St James	2464.9
Denton	121.4
Dowsby	62.4
Dunsby	46.4
Stoke Rochford & Easton	86.6
Edenham	113.0
Fenton	56.0
Folkingham	299.4
Foston	218.1
Fulbeck	220.4
Greatford	126.1
Great Gonerby	809.3
Great Ponton	130.1
Haconby	194.3
Harlaxton	338.1
Heydour	155.5
Honington	71.6
Horbling	167.1
Hougham	79.5
Hough on the Hill	167.3
Ingoldsby	115.8
Irnham	103.7
Kirkby Underwood	84.1
Langtoft	752.8
Lenton,Keisby & Osgodby	66.8
Little Bytham	112.1
Little Ponton & Stroxton	70.9
Londonthorpe & Harrowby Without	1743.3
Long Bennington	899.3
Market Deeping	2058.5
Marston	151.1
Morton	831.1
Old Somerby	92.3

Pickworth	76.3
Pointon & Sempringham	199.7
Rippingale	346.8
Sedgebrook	144.9
Skillington	137.5
South Witham	489.5
Stubton	75.2
Swayfield	146.7
Swinstead	89.9
Tallington	200.8
Thurlby	816.9
Toft, Lound & Manthorpe	137.9
Uffington	316.4
Welby	77.5
Westborough & Dry Doddington	152.4
West Deeping	125.0
Witham on the Hill	99.9
Woolsthorpe	152.0
Wyville cum Hungerton	18.9

being calculated by adding to the amount at (g) above the amounts of special item relating to dwellings in those parts of the Council's area, divided in each case by the individual tax bases as recorded in minute 49 in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which special item relates.

- i) The amounts on the attached schedule (Appendix A to Part B), being the amounts given by multiplying the amounts at g) above and h) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in valuation Band 'D', calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.
- j) That it be noted that for the year 2012/13 Lincolnshire County Council has stated the following amounts as a precept issued to the Council in accordance with Section 40 of the Local Government Finance Act, 1992, for each of the categories of dwellings shown below:-

**Valuation Band**

A £	B £	C £	D £	E £	F £	G £	H £
710.46	828.87	947.28	1065.69	1302.51	1539.33	1776.15	2131.38

- k) That it be noted that for the year 2012/13 Lincolnshire Police Authority has stated the following amounts as a precept issued to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

**Valuation Band**

<b>A</b> <b>£</b>	<b>B</b> <b>£</b>	<b>C</b> <b>£</b>	<b>D</b> <b>£</b>	<b>E</b> <b>£</b>	<b>F</b> <b>£</b>	<b>G</b> <b>£</b>	<b>H</b> <b>£</b>
<b>124.26</b>	<b>144.97</b>	<b>165.68</b>	<b>186.39</b>	<b>227.81</b>	<b>269.23</b>	<b>310.65</b>	<b>372.78</b>

- l) That, having calculated the aggregate in each case of the amounts at i), j) and k) above, the Council, in accordance with Section 30 (2) of the Local Government Finance Act 1992, hereby sets the amounts in Appendix B to part B as the levels of Council Tax for the year 2012/13 for the categories of dwellings shown in Appendix A to part B.

The Chairman drew Members' attention to papers that had been circulated: a coloured version of the graph on page 12 of report number HOF189: determination of Budget 2012/13 and indicative budgets to 2014/15 – general fund, housing revenue account and associated capital programmes. The second paper was an addendum to Part B of the report, which incorporated the police precept, which had not been determined when the agenda was produced.

The Resources Portfolio Holder presented and moved the Budget proposals for 2012/13, which covered all aspects of the Council's financial operation and was split into the following areas: general fund, Housing Revenue Account (HRA), capital and investment programmes, reserves and balances and management of prudential indicators, incorporating treasury management. The Budget was the second year of a two-year grant settlement; in the future the settlement process was changing with the introduction of the localisation of business rates. The budget process reflected the Council's priorities however it also recognised potential risks to the Budget. Council tax setting was covered in Part B of the report, with a zero Council Tax increase proposed.

The proposed budget would enable the Council to maintain frontline services at the current service level and invest in its priorities. The Portfolio Holder advised members that the General Fund capital programme was ambitious and that a number of major projects would be funded.

Significant changes were being made to the Housing Revenue Account, with the introduction of a self-financing model, which would see the Council take on approximately £122m housing debt. The Council had taken advice from the Chartered Institute of Housing and Sector (the Council's treasury management advisors), and the Resources Policy Development Group had considered and recommended the proposed approach. The Chairman of the PDG was invited to summarised the group's deliberations.

The Chairman of the Resources PDG explained that it had recommended the Council should finance the debt through an eight year maturity loan for £25m, which would assist the short to medium term cashflow of the HRA. Modelling indicated that this approach would save an estimated £9m in interest over the repayment period. It was recommended the remainder of the debt (£97m) should be financed through a 30-year Equal Instalment of Principal (EIP) loan. Interest rates on the transaction day (26 March 2012) would be fixed for the duration of the loan.

The Portfolio Holder thanked the PDG for its work on changes to the HRA. The Council would continue progressing towards rent convergence by 2015/16. Capital investment in the Council's housing stock through the Housing Investment Programme concentrated on achieving and maintaining the 'decent homes standard' for all Council properties.

The seconder of the proposition spoke in favour of the proposed budget, highlighting consultation on priorities, which was carried out across the district, efficiency work undertaken to protect frontline services and how the Council sought effective partnership opportunities to optimise investment. Consultation was also undertaken on charging for the green waste recycling service, which was supported by 72% of those consulted. Some of the Council's achievements were listed and commitment supporting longer-term investment projects was given, including key development in Bourne and Grantham. Other key projects that would be funded included: an in-house apprenticeship programme, improvements to broadband infrastructure, maximising opportunities for affordable homes and introducing a range of arts and cultural activities.

During debate, it was noted that whilst the district council was proposing a zero council tax increase, the precepts for towns and parishes had increased, which would reflect in increased council tax bills. Some concern was expressed over the introduction of charges for the green waste recycling scheme. It was suggested that the Council should publicise the work it was undertaking to support the economy and the investment it had made and was planning to make. The spending profile for the Housing Investment Programme was irregular; officers explained that projections were based on the stock condition survey, which identified when particular elements of properties would require replacement or upgrade.

Councillor Shorrocks proposed an amendment to the budget relating to the development and implementation of Ward budgets. In proposing the amendment, he explained that Ward budgets would give Councillors a means through which they could work with individuals and communities in their Wards to develop local projects based on the area's priorities, promoting community engagement and cohesion. It was suggested this funding could be used to secure match-funding.

Notice was also given of two further amendments he wished to propose.

"The Development and Implementation of Ward budgets

£2000 per councillor

Costs: £116,000 + admin costs on will be 10% to administer and set up.

This will reside in the Corporate area expense specifically democratic and legal

The key reasons for introducing this are:

- Promote community engagement and cohesion
- Develop community led activities
- Develop small community pots that can be used as a basis for match funding.
- Enhances communication between SKDC and the public

It is proposed that this is a two year pilot project monitored and reviewed by the Engagement PDG. To pay for this in the short term funds will be taken from reserves and balances. Engagement PDG should also look at developing appropriate recommendations for inclusion in future budgets.

Total: £132k approx.”

The amendment was seconded.

Reference was made to a similar scheme run by Lincolnshire County Council. Those speaking in favour of the amendment commented on how it would complement the Council’s priorities and the national localism agenda. Particular reference was made to the potential for pump-priming projects and helping local organisations and groups within the current economic climate. An example was given of how local youth services could benefit.

Councillors speaking against the amendment highlighted other funding sources available to community groups, including ‘Awards for All’. Concerns were expressed about whether the funding would be used; referring to the County Council scheme, some Members reported that some county councillors had not been able to spend their allocation.

Those against the amendment also expressed concern about the proposition to fund the project through reserves and balances. A challenge was made, comparing the potential funding of this project and the commitment the Council and already made to fund the LAMS through reserves and balances. The Strategic Director (Corporate Focus) explained that under LAMS the money would be deposited with Lloyds Bank plc and a return was expected.

Discussion ensued on the funding across Wards with different numbers of Councillors. Members speaking against the amendment highlighted the disparity in funding, while those speaking in favour highlighted the greater number of residents in multi-Member Wards.

The amendment was put to the vote and lost.

Councillor Shorrocks proposed his second amendment:

“Community Group Development fund.

Develop a grant funding pot and to pay for expertise to support groups in making

bids for grant funding. The fund could also be used to support groups and organisations. The key reasons for introducing this are:

- Build voluntary sector capacity to play a credible role in service provision
- Recognise the impact of austerity on these organisations and protect their social value during this period .
- Support and facilitate the role they can play in the economic growth of the district.

This combination of direct grants and staff fundraising support to organisations will be critical in building capacity of the sector to enable them to survive and deliver services during this period of austerity. Of key concern is the ability of groups to compete for grant funding in competition with organisations that employ professional fundraisers. Increasing competition for a smaller point of funding is a significant threat to those organisations that do not have this capacity.

In addition, this will support the Council's community engagement remit and enable community groups to develop effective fundraising strategies. We would propose that the councils seeks to work in partnership with the SLCVS to deliver this project.

It is proposed that funding will come from carpark revenues. It is proposed that these estimates for these revenues are adjusted to take into account new charges for Bourne car parks. These charges should be set in accordance with option 1 from report CHFR123 ( 9TH OCTOBER 2008) With the appropriate uprating, this places Bourne carparking charges on a comparable rate with Grantham and Stamford.

Total: £250K (the level of funding each year should be tied to a formula related to revenues generated through car parks)"

Councillor Shorrocks explained that he was proposing the amendment as a means through which the Council could support voluntary sector and community groups that had been affected by cuts to grant funding. He commented on increased competition for grant-funding and the impact of larger charitable organisations that employed full-time fund-raisers. He stated that these organisations were required to deliver frontline services more often and the example of foodbank was given. It was proposed the project should be funded through car parking receipts, and, so that all parts of the district contributed, car parking charges for Bourne should be introduced. It was proposed that ongoing funding of the scheme should be based on a formula applied to car parking receipts across the district. The amendment was seconded.

Councillors speaking in favour of the amendment highlighted the work that was being undertaken by the voluntary and community sector and the funding of community projects through local revenue.

Speaking against the amendment, Councillors highlighted a £105k p.a. spend in support of the South Lincolnshire Community and Voluntary Service (which supported the voluntary and community sector in raising funds) and the Citizen's Advice Bureau, which

gave advice to residents. The Council also secured funding for debt welfare and advice services. Reference was also made to the proposed financing model; work undertaken on the viability of introducing car parking charges in Bourne indicated that it would take five years to recoup the cost of introducing any scheme.

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

Councillor Shorrocks proposed his third amendment, which was seconded:

“Business and Economic Incubation – Grantham

A business incubator is part of the local plans for Grantham. However, the realisation of these plans is still not clear, and we cannot wait that long. Economic growth remains critical and the current government’s abolition of the RDAs and as a consequence the cutting back on Business Link services to merely a website means that there is little direct support s new businesses can get to start, survive and grow.

We propose a seed funding grant pot of £300k.

In addition to this we would ask the provision of in-house expertise and the identification of premises that could be used to incubate these businesses in the first 6-9 months of their lives. We would also propose links with partners including the Business Clubs and training and development to develop a cost effective package supporting these fledgling businesses. The package could include:

- Reduced price or free premises for 6 month
- Seed funding to support product development, testing and marketing.
- Advice and support
- Integrated Web marketing.
- Link up with complementary business to look at shared cost models.

The value of this approach is that provides, albeit in a limited way, a safety net for new businesses to test markets before making costly decisions about premises or plant. Links with training providers the opportunity to source and develop training and development of skills and qualifications. It provides a direct investment in business growth for the district.

We would seek to use funding from balances and reserves to do this as a short term measure to provide a model of provision for the Business Incubator comes on-line with Grantham’s plans for development.

Total: £300k”

Councillor Shorrocks introduced his amendment and explained it complemented the ‘Grow the economy’ and ‘Grantham Growth’ priorities and action detailed in the corporate plan. He expressed concerns about indefinite timescales in delivering a business incubation centre for Grantham as part of the Station Approach project. The difficulties faced by new businesses were highlighted; the aim of the amendment was the

improved viability of new businesses.

Councillors in favour of the amendment commented on the importance of encouraging new businesses to grow the economy and potential opportunities to fill empty retail units in Grantham town centre. The success of business to business events was noted, however, Councillors felt more should be done to promote opportunities presented by the area outside the district. One Councillor quoted an increase in youth unemployment (16-24) of 143% and suggested supporting the amendment was one means through which this rate could be improved.

The Economic Development Portfolio Holder explained that timelines for the business incubation centre were available and had been developed in conjunction with a funding bid that was submitted to the European Regional Development Fund. If the bid for funding was successful, payment would be dependent on the successful completion of the project within specific deadlines. If the bid was not successful, SKDC had committed to funding the project. DeMontfort University had expressed an interest in the business incubation centre; they were also linked with five further universities. She also commented that a major leaser of retail space in Grantham had all its units occupied.

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

The Resources Portfolio Holder, in summing up, thanked everyone who had been involved in the preparation of the budget and commended it to Council for adoption.

The vote on the budget was taken in the sections highlighted in report HOF189.

- Part A, recommendations a to c were put to the vote and carried
- Part A, recommendations d to i were put to the vote and carried
- Part A, recommendations j to l were put to the vote and carried
- Part A, recommendation m was put to the vote and carried
- Part A, recommendation n was put to the vote and carried
- Part B, recommendations a to l were put to the vote and carried

*16:10-16:29 The meeting adjourned*

## **67. LOCALISM ACT**

### **Decision:**

#### **The Council approves the pay policy statement as appended to report number LDS056**

The Head of Legal and Democratic Services explained the report summarised the provisions of the Localism Act that were in force and provided an overview in relation to housing and planning. The Council was asked to approve the pay policy statement that formed appendix 1 to the report.

Recommendation 1.2 in report number LDS056 was proposed, seconded and on being put to the vote, approved.

## 68. SKIN PIERCING

### Decision:

1. **The Council adopts sections 14 to 17 of Part VIII of the Local Government (Miscellaneous Provisions) Act 1982 (as amended by the Local Government Act 2003) to come into force on 1 May 2012 within the administrative area of South Kesteven District Council for the proper regulation of persons carrying out the practices of acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis**
2. **That the combined byelaws set out at Appendix A of report ENV555 for acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis be adopted**
3. **That the Head of Environmental Health Services be authorised to take all necessary steps in connection with the making of the byelaws, including the giving of proper notice and applying to the Secretary of State for Health for confirmation**
4. **Environmental Services should introduce a registration/application process when dealing with establishments carrying out practices in accordance with the byelaws that include:**
  - **Details of how records will be kept and what they will include**
  - **Parents/carers/guardians should be present at procedures performed on those under 18 years**

An updated set of recommendations was circulated. The Healthy Environment Portfolio moved the amended recommendations. He explained that the draft report had been considered by the Communities Policy Development Group and Cabinet before its presentation to Council for adoption. The proposed byelaw would protect members of the public from unregulated persons conducting skin piercing activity. If adopted by Council, the proposed byelaw would be submitted to the Secretary of State for Health for confirmation. The proposition was seconded.

The Environmental Health Service Manager stated that there had been an increase in skin piercing activity. The byelaw, which would give the Council increased powers over the widening scope of skin piercing activity, was tied with increasing concern about blood-borne diseases.

On being put to the vote, the motion was carried.

## 69. FAIR TRADE

Reverend Andy Scholes gave a presentation on Fairtrade and Grantham becoming a Fairtrade town.

Fairtrade was an international system of labelling that meant buyers have met criteria including paying producers a sustainable minimum price for their goods and paying a premium on top of the price for investment in social,

environmental and economic development projects. In the UK, the Fairtrade Foundation, which was an independent non-profit organisation, was established in 1992. The organisation licenced use of the Fairtrade mark on products in the UK in accordance with internationally agreed Fairtrade standards.

In 2000, Garstang became the first Fairtrade town. There were over 500 Fairtrade towns in the UK. There were five required steps for a town to become a Fairtrade town:

1. Council must pass a resolution
2. Buy-in from commerce – retail and catering
3. Community groups
4. Coverage and consensus
5. Steering group

During February and March 2011, an exhibition was held in the George Centre, Grantham which gave people an opportunity to express their interest. There was a further opportunity for people to express their support at an interest evening held in September 2011. A steering group was created in January 2012, which included representatives from different organisations across Grantham. Various retail and catering outlets had already been identified as offering fair trade products. A number of local community groups also supported the Fairtrade agenda. Two secondary schools in Grantham were working towards Fairtrade school status.

Councillors were invited to put questions to Reverend Scholes. The following points were covered:

- The premium was used to support community initiatives, which could fund healthcare, education, farm improvements to increase yield and quality, or processing facilities to increase income
- Other local Fairtrade towns/areas include: Melton Mowbray, Sleaford, Rutland and South Holland
- Some authorities had made savings by changing vending machines to Fairtrade vending machines
- The motion that Council would consider stated that Fairtrade products should not replace any existing provision, but should complement it
- A Council resolution was necessary for a town to become a fair trade town

Reverend Scholes was thanked for attending the meeting and giving his presentation.

#### **70. NOTICES OF MOTION GIVEN UNDER COUNCIL PROCEDURE RULE 12:**

**Decision:**

**This Council welcomes the initiatives by the Grantham Fairtrade Steering**

**Group to encourage the development of Grantham in becoming a Fairtrade town.**

**South Kesteven District Council as an important customer and opinion leader supports a strategy to facilitate the promotion and purchase of refreshments with the Fairtrade Mark as part of its commitment to sustainable development.**

**To support, as an active partner with the Grantham Fairtrade Steering Group and to be recognised by the residents and business community of South Kesteven, suppliers, employees and other local authorities, as a district that supports and promotes Fairtrade.**

**South Kesteven District Council endorses the campaign to increase sales of products with the Fairtrade Mark by achieving Fairtrade Town Status. This involves a commitment:**

- **To offer Fairtrade refreshment options alongside the current options for internal meetings**
- **To recognise and encourage the voluntary use of Fairtrade products by officers and elected members of South Kesteven District Council**
- **To promote awareness of Fairtrade issues and the opportunities for supporting Fairtrade in the area through the Council's website and residents' magazine**
- **To support the Grantham Fairtrade Steering Group by endorsing its intention to urge local retailers to provide Fairtrade options for residents**
- **To participate, wherever practicable, in events and publicity during national Fairtrade Fortnight**

Councillor Selby proposed the motion:

“This Council welcomes the initiatives by the Grantham Fairtrade Steering Group to encourage the development of Grantham in becoming a Fairtrade town.

South Kesteven District Council as an important customer and opinion leader supports a strategy to facilitate the promotion and purchase of refreshments with the Fairtrade Mark as part of its commitment to sustainable development.

To support, as an active partner with the Grantham Fairtrade Steering Group and to be recognised by the residents and business community of South Kesteven, suppliers, employees and other local authorities, as a district that supports and promotes Fairtrade.

South Kesteven District Council endorses the campaign to increase sales of products with the Fairtrade Mark by achieving Fairtrade Town Status. This involves a commitment:

- To offer Fairtrade refreshment options for internal meetings
- To encourage the use of Fairtrade products by officers and elected members of South Kesteven District Council
- To promote awareness of Fairtrade issues and the opportunities for supporting Fairtrade in the area through the Council's website and residents' magazine
- To support the Grantham Fairtrade Steering Group by endorsing its intention to urge local retailers to provide Fairtrade options for residents
- To participate, wherever practicable, in events and publicity during national Fairtrade Fortnight"

The motion was seconded.

In presenting his motion Councillor Selby thanked Reverend Scholes for his presentation and the steering group for its hard work. He felt that in Councillor Mrs Neal's seconding of the motion, there was a clear demonstration of putting party politics to one side to take an opportunity to promote the whole Council and its work in a positive light. He did not consider that Grantham becoming a Fairtrade town would impact on local farmers, as many of the range of Fairtrade products like tea, coffee, bananas and mangos could not be produced locally.

In seconding the motion, the Leader stated that this was an opportunity for the Council to be seen as doing the right thing. She stated that without the support of Council, Grantham could not become a Fairtrade town.

Councillor Adams proposed an amendment to the motion:

"This Council acknowledges the initiatives by the Grantham Fairtrade Steering Group to encourage the development of Grantham in becoming a Fairtrade town."

In proposing the amendment, Councillor Adams requested that the issue be referred to the Scrutiny Committee or relevant policy development group to further examine what the resolution would entail if approved. Concern was expressed that in adopting the motion, the Council could, by inference, be forcing other parts of the district into becoming Fairtrade towns and villages. This was seconded, and in doing so, the importance of examining the wording and its impact was emphasised. The impact on producers working with manufacturers in other countries (including Romania and the Czech Republic), was also highlighted.

Councillors speaking against the amendment highlighted that the original motion stated that a Fairtrade option should be available but not replace existing provision. The opportunities of promoting Grantham as a Fairtrade Town to residents, visitors and businesses, were also highlighted.

The amendment was put to the vote, where an equality of votes was achieved. The chairman used his casting vote to vote against the amendment, which was consequently lost.

A further amendment was proposed and seconded that the first two bullet points of the original motion be amended to read:

- “To offer Fairtrade options alongside the current options for internal meetings
- To recognise the voluntary use of Fairtrade products by officers and elected members of South Kesteven District Council”

Councillor Selby stated he was prepared to incorporate the amendment into his motion so the bullet points would read:

- “To offer Fairtrade refreshment options alongside the current options for internal meetings
- To recognise and encourage the voluntary use of Fairtrade products by officers and elected members of South Kesteven District Council”

This was acceptable to the proposer of the amendment.

On being put to the vote, the motion was carried.

*In accordance with Council Procedure rule 9, as the meeting was nearing being in progress for three hours, it was proposed and seconded that the meeting be extended to 18:00. On being put to the vote, this was carried.*

*It was further proposed that the remaining notices of motion be deferred until the next proper meeting of the Council (the meeting after the annual general meeting). This was seconded and on being put to the vote the motion was carried.*

## **71. CLOSE OF MEETING**

The meeting was closed at 17:23.

# Agenda Item 7

## Chairman's Civic Events 2 March 2012 – 3 May 2012

<b>Date</b>	<b>Ref</b>	<b>Organisation</b>	<b>Venue</b>	<b>Chauf</b>
9.3.12	MC60	SKDC Chairman's Civic Dinner	Belton Golf Club	
10.3.12	VC22	47F Squadron Dining in Night	Belton Park Golf Club	
15.3.12	MC64	Chairman's Pub Quiz Chairman's own	Kings Hotel	
15.3.12	MC68	Mayoress' Tea Party Newark Town Council	Town Hall, Newark (Chairman's Lady)	
19.3.12	MC72	Rock Challenge Evening	Meres Leisure Centre, Grantham	
21.3.12	MC71	Rotary Club of Grantham Kesteven - Children of Courage Award Lunch	Ramada Hotel, Grantham	
22.3.12	MC61	SHDC Civic Reception	South Holland Centre, Spalding	Yes
23.3.12	VC20	Civic Dinner North Lincolnshire Council	Normanby Hall. Normanby	
24.3.12	MC73	Grantham Choral Society Performance of Elijah	St Wulframs 7.30pm	
25.3.12	MC75	The Mayor's Parlour Opening of the Mid Lent Fair	Mayor's Parlour Grantham 2pm	
25.3.12	VC21	Civic Service Mayor of Lincoln's Civic Service	St Peter at Gowt's Church, High Street Lincoln 2.00 for 2.30pm	
30.3.12	MC56	NE Lincs. Charity Ball	Grimsby Town Hall	
31.3.12	MC54	Market Deeping Town Council Mayor's Ball		Yes
5.4.12	VC23	Kesteven Age UK Opening of Stamford Project	Stamford Hospital	
13.4.12	MC79	St George's Day Supper Boston Borough Council	Conservative Club Boston	Yes
14.4.12	MC55	Gainsborough T.C. Charity Dinner	Gainsborough Golf Club	Yes
21.4.12	MC74	Grantham Lions Club Anniversary Dinner	Belton Golf Club Grantham	
22.4.12	MC81	St George's Day Parade	Bourne	
23.4.12	MC82	St George's Day Coffee Morning		
23.4.12	MC77	Rotary Club of Grantham 81 <sup>st</sup> Charter Dinner	Harlaxton Manor, Grantham	Yes
26.4.12	MC58	The Mayor's Parlour, Grantham An Evening with Ann Breen (music)	The Guildhall Arts Centre Grantham	
27.4.12	MC78	NKDC Quiz Night	NKDC Offices, Sleaford	Yes
29.4.12	MC59 & VC24	The Mayor's Parlour Service of Thanksgiving	St Wulfram's Church 2.30pm	
01.05.12	MC80	Charity Coffee Morning WLDC	Marshall's Yard, Gainsborough	
3.5.12	-	Annual Council Meeting	Council Chamber	

## REPORT TO COUNCIL

**REPORT OF:**     **Head of Legal and Democratic Services**

**REPORT NO:**    **LDS063**

**DATE:**           **3 May 2012**

<b>TITLE:</b>	Appointments to Committees, Policy Development Groups, Panels and Boards of the Council	
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	N/A	
<b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>	N/A	
<b>CONTACT OFFICER:</b>	Lucy Youles – Head of Legal and Democratic Services. E-mail <a href="mailto:l.youles@southkesteven.gov.uk">l.youles@southkesteven.gov.uk</a> . Telephone: 01476 406105	
<b>INITIAL IMPACT ASSESSMENT:</b>	Carried out and Referred to in paragraph (7) below	Full impact assessment Required: N/A
<b>Equality and Diversity</b>	N/A	
<b>FREEDOM OF INFORMATION ACT:</b>	This report is publicly available via the Your Council and Democracy link on the Council's website: <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>	
<b>BACKGROUND PAPERS</b>	The Council's Constitution	

### 1.     **RECOMMENDATIONS**

- 1.1    The Council appoints the Chairman, Vice-Chairman and members of the Committees, Policy Development Groups, Panels and Boards in accordance with the legislative provisions regarding political balance and the relevant constitutional provisions.

### 2.     **PURPOSE OF THE REPORT**

- 2.1    The purpose of the report is to detail the Committees, Policy Development Groups, Panels and Boards to which appointments must be made.

### 3.     **DETAILS OF REPORT**

- 3.1    The Council is required to appoint members to the various Committees of the Council detailed in this report. The Local Government (Committees and Political Groups) Regulations require seats on politically balanced Committees to be allocated according to the respective size of the political groups represented on the Council. The proportionality of the allocation of Members to policy development groups could be based on a cumulative total based on the number of seats across all policy development groups, or the total number of seats on each policy development group. Membership requirements for the Standards

Committee will alter following the implementation of the relevant provisions within the Localism Act.

3.2 Details of which Committees require members to undertake core or mandatory training are given below. Core training is available in accordance with a Member Training Programme and must be attended as required. Mandatory training is essential before any member can sit on the relevant committee.

3.3 Chairmen and Vice-Chairmen

The Constitution states that the Chairmanships and Vice-Chairmanships of these Committees are appointed by Council following the advice of the Leader relating to the suitability and merit of the candidates.

In order to demonstrate a robust and effective scrutiny process, no member of the Cabinet may be appointed to the Scrutiny Committee and it is recommended that the chairman of the Scrutiny Committee is not a member of the Administration group. The Policy Development Groups provide an overview role to assist the Cabinet in its decision making. No member of the Cabinet may be appointed to the Policy Development Groups. To further support the robustness and effectiveness of scrutiny arrangements, Councillors who sit on Policy Development Groups may not sit on the Scrutiny Committee

### **Schedule of Committees**

<b>Committee</b>	<b>No of members</b>	<b>Political Balance Applies?</b>	<b>Training</b>
Resources Policy Dev Group (PDG)	7	Yes	Core
Engagement PDG	7	Yes	Core
Communities PDG	7	Yes	Core
Scrutiny Committee	11	Yes	Core
Development Control Committee	17	Yes	Mandatory
Licensing Committee (includes membership of the Alcohol, Entertainment and Late Night Refreshment Licensing Committee, Review Board and Appeals Panel)	11	Yes	Mandatory
Chief Executive's Remuneration Panel	3 (no chairman or vice required)	Yes	Core
Chief Executive's Performance Panel	3 (no chairman or vice required)	Yes	Core
Chief Executive's Appeal Panel	3 (no chairman or vice required)	Yes	Core
Constitution Committee	5	Yes	Core
Governance and Audit Committee	7	Yes	Mandatory
Standards Committee	4 (with 2 independent members as chairman and vice and 2 Parish/Town Council Members)	No	Core

#### **4. OTHER OPTIONS CONSIDERED**

- 4.1 There are no other options to consider. The committees and groups are set out in the Constitution. Chairmen, vice-chairmen and members should be appointed as required.

#### **5. RESOURCE IMPLICATIONS**

- 5.1 There are no additional resource implications. Appropriate budget provision has been made for the appointments detailed.

#### **6. RISK AND MITIGATION**

- 6.1 If no appointments are made, the committees etc. would be unable to meet and the appropriate business could not be conducted.

#### **7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT**

- 7.1 No issues arising from this report. Political balance is a legal requirement.

#### **8. CRIME AND DISORDER IMPLICATIONS**

- 8.1 None

#### **9. COMMENTS OF FINANCIAL SERVICES**

- 9.1 There are no financial implications arising from this report.

#### **10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES**

- 10.1 The structure of the Council and its meetings is determined by the Local Government Act 1972 and the Local Government Act 2000 as amended by the Local Government and Public Involvement in Health Act 2007. This structure as set out in the Constitution has been determined by Council.

#### **11. COMMENTS OF OTHER RELEVANT SERVICES**

- 11.1 None applicable

#### **12. APPENDICES:**

Appendix 1: Apportionment of seats to political groups

## Apportionment of seats

### Committees of the Council

Party	Seats	%	Dev Control Prop	Dev Control Rounded	Lic Prop	Lic Rounded	Const'n Cttee	Const'n Cttee rounded	Gov & Audit	Gov & Audit rounded	Scrutiny Cttee	Scrutiny Cttee rounded
Conservative	38	65.52%	11.13793	11	7.206897	7	3.275862	3	4.586207	5	7.206897	7
Independents	13	22.41%	3.810345	4	2.465517	3	1.12069	1	1.568966	1	2.465517	3
Labour	7	12.07%	2.051724	2	1.327586	1	0.603448	1	0.844828	1	1.327586	1
<b>Total</b>	<b>58</b>			<b>17</b>		<b>11</b>		<b>5</b>		<b>7</b>		<b>11</b>

### Policy Development Groups

Party	Seats	%	Seats prop	Seats Rounded	Eng PDG	Comms PDG	Res PDG	Eng PDG	Comms PDG	Res PDG	No.s rounded
Conservative	38	65.52%	13.7586	14	4	5	5	4.586207	4.586207	4.586207	5
Independents	13	22.41%	4.7069	5	3	1	1	1.568966	1.568966	1.568966	1
Labour	7	12.07%	2.5345	2	0	1	1	0.844828	0.844828	0.844828	1
<b>Total</b>	<b>58</b>			<b>21</b>	<b>7</b>	<b>7</b>	<b>7</b>				<b>7</b>

## REPORT TO COUNCIL

**REPORT OF:**     **Head of Legal and Democratic Services**

**REPORT NO:**    **LDS065**

**DATE:**           **3 May 2012**

<b>TITLE:</b>	Programme of meetings of Council, Committees and Policy Development Groups for 2012/13	
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	N/A	
<b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>	N/A	
<b>CONTACT OFFICER:</b>	Lucy Youles – Head of Legal and Democratic Services. E-mail <a href="mailto:l.youles@southkesteven.gov.uk">l.youles@southkesteven.gov.uk</a> . Telephone: 01476 406105	
<b>INITIAL IMPACT ASSESSMENT:</b>	Carried out and Referred to in paragraph (7) below	Full impact assessment Required:
<b>Equality and Diversity</b>	N/A	N/A
<b>FREEDOM OF INFORMATION ACT:</b>	This report is publicly available via the Your Council and Democracy link on the Council's website: <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>	
<b>BACKGROUND PAPERS</b>	The Council's Constitution	

### 1.     **RECOMMENDATIONS**

- 1.1    The Council determines the dates of meetings for the Council, other committees and policy development groups.

### 2.     **PURPOSE OF THE REPORT**

- 2.1    Under part 4 of the Constitution (Council Procedure Rule 1) it is the business of the annual Council meeting to approve a programme of ordinary meetings of the Council for the year.

### 3.     **DETAILS OF REPORT**

- 3.1    A copy of the draft programme of meetings is attached at appendix 1 to this report.

### 4.     **OTHER OPTIONS CONSIDERED**

- 4.1    Under the Local Government Act 1972, the Council must hold an annual meeting. The Constitution states that the Cabinet must meet at least 12 times a

year and the Development Control Committee must meet with such frequency in order to determine applications within the statutory timeframe.

**5. RESOURCE IMPLICATIONS**

5.1 There are no additional resource implications.

**6. RISK AND MITIGATION**

6.1 If there are not sufficient meetings the Council risks being able to complete necessary business. For the consideration of urgent issues, additional meetings can be called as required.

**7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT**

7.1 No issues arising from this report.

**8. CRIME AND DISORDER IMPLICATIONS**

8.1 None

**9. COMMENTS OF FINANCIAL SERVICES**

9.1 There are no financial implications arising from this report.

**10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES**

10.1 In respect of certain committees of the Council, the Constitution stipulates a minimum number of meetings that should be held. Instances in which urgent business arises can be dealt with through provisions that allow the calling of additional meetings of committees of the Council.

**11. COMMENTS OF OTHER RELEVANT SERVICES**

11.1 None applicable

**12. APPENDICES:**

12.1 Draft meeting programme.

**DRAFT SOUTH KESTEVEN DISTRICT COUNCIL MEETING DATES 2012/13 DRAFT**

	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL
Mon			2 CABINET		3 CABINET	1 CABINET		3 CABINET				1 Bank Holiday
Tues	1 DEV CONTROL								1 Bank Holiday			
Thurs	3 ANNUAL COUNCIL			2 Resources PDG	6 Communities PDG	4 Resources PDG		6 Gov & Audit Cmtte				
Fri		1 Licensing	6 Licensing Standards PM	3 Licensing	7 Licensing Standards PM	5 Licensing	2 Licensing Standards PM	7 Licensing		1 Licensing Standards PM	1 COUNCIL	5 Licensing Standards PM
Mon	7 Bank Holiday	4 Bank Holiday Diamond J.		6 CABINET			5 CABINET		7 CABINET	4 CABINET	4 CABINET	8 CABINET
Tues		5 Bank Holiday Diamond J.				9 SCRUTINY Cmtte		11 DEV CONTROL	8 DEV CONTROL	5 DEV CONTROL	5 DEV CONTROL	9 SCRUTINY Cmtte
Thurs			12 COUNCIL		13 COUNCIL			13 COUNCIL	10 Communities PDG		7 Communities PDG	
Fri									11 Licensing Standards PM	d	8 Licensing	
Mon		11 CABINET							14 Constitution Cmtte	r		15 Constitution Cmtte
Tues		12 SCRUTINY Cmtte			18 DEV CONTROL	16 DEV CONTROL	13 DEV CONTROL			a		
Thurs	17 Communities PDG	d	19 Communities PDG		20 Engagement PDG	18 COUNCIL	15 ELECTION Police Cmsr		17 Resources PDG	f	14 Gov & Audit Cmtte	18 ANNUAL COUNCIL
Fri	18 Licensing Standards PM	r							18 Engagement PDG	t		
Mon	21 CABINET	a			24 Constitution Cmtte							
Tues		f	24 DEV CONTROL	21 DEV CONTROL	25 Gov & Audit Cmtte				22 SCRUTINY Cmtte	19 SCRUTINY Cmtte		23 DEV CONTROL
Thurs	24 Engagement PDG	t	26 Engagement PDG					22 Communities PDG			21 Engagement PDG	
Fri												
Mon	28 Constitution Cmtte			27 Bank Holiday								
Tues	29 DEV CONTROL	26 DEV CONTROL		28 SCRUTINY Cmtte			27 SCRUTINY Cmtte	25 Bank Holiday			26 DEV CONTROL	
Thurs	31 Resources PDG						29 Resources PDG				28 Resources PDG	
Fri		29 Gov & Audit Cmtte					30 Engagement PDG				29 Bank Holiday	

School holidays Lincolnshire ←————→

## REPORT TO COUNCIL

**REPORT OF:**     **Head of Legal and Democratic Services**

**REPORT NO:**    **LDS064**

**DATE:**           **3 May 2012**

<b>TITLE:</b>	<b>Representatives on Outside Bodies</b>	
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	N/A	
<b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>	Portfolio Holder, Engagement & Corporate Services	
<b>CONTACT OFFICER:</b>	Lucy Youles 01476 40 61 05 l.youles@southkesteven.gov.uk	
<b>INITIAL IMPACT ASSESSMENT:</b>	Carried out and Referred to in paragraph (7) below:	Full impact assessment Required:
<b>Equality and Diversity</b>	Not applicable	No
<b>FREEDOM OF INFORMATION ACT:</b>	This report is publicly available via the Your Council and Democracy link on the Council's website: <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>	
<b>BACKGROUND PAPERS</b>	None	

### 1.     **RECOMMENDATIONS**

**1.1    The Council consider nominations put forward at the annual meeting and make appointments to the various organisations seeking District Council representation.**

### 2.     **PURPOSE OF THE REPORT/DECISION REQUIRED**

2.1    Under Part 4 of the Constitution, specifically Council Procedure Rule 1.2(iv), the annual meeting of the Council will receive nominations of Councillors to serve on a variety of outside bodies.

### 3.     **DETAILS OF REPORT**

3.1    South Kesteven District Council nominates representatives to a number of varying outside bodies. The majority of appointments are for a four-year period which usually coincides with the quadrennial elections. Other appointments have different durations or run between different dates. The appointment to

some of the bodies to which SKDC nominates representatives has expired.

#### **4. OTHER OPTIONS CONSIDERED**

- 4.1 The Council could decline to make an appointment or appointments unless there was any legal requirement to do so.

#### **5. RESOURCE IMPLICATIONS**

- 5.1 Travelling expenses are payable to Councillors who attend meetings of outside bodies to which they have been appointed by the Council. Provision is made with the Legal and Democratic Services budget for the payment of travel expenses.

#### **6. RISK AND MITIGATION (INCLUDING HEALTH AND SAFETY AND DATA QUALITY)**

- 6.1 The Council should make any appointments of representatives to outside bodies in accordance with the provisions in the Council's Constitution and where statutory requirements exist, the Member with the appropriate office should be appointed.

#### **7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT**

- 7.1 Not applicable.

#### **8. CRIME AND DISORDER IMPLICATIONS**

- 8.1 Not applicable.

#### **9. COMMENTS OF FINANCIAL SERVICES**

- 9.1 Any financial implications arising from this report have been included in the budget framework for 2012/13.

#### **10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES**

- 10.1 Any appointment to such bodies must be registered by the member appointed as a registerable interest. In accordance with the members' code of conduct, such interests need only be declared as personal interests at this authority's meetings if a matter relating to the outside body is to be discussed at the meeting and/or the interest is not prejudicial and/or the member appointed intends to speak on the issue.

#### **11. APPENDICES:**

- List of appointments required.

<b>Organisation</b>	<b>Current Representative(s)</b>	<b>Expiry Date</b>
<b>Dame Margaret Thorold's Educational Foundation</b>	Councillor Vic Kerr	<b>Jan 2012 (4 year appointment)</b>
<b>East Midlands Councils</b>	<b>The Leader (Deputy Leader in his/her absence)</b>	<b>May 2012 (1 year appointment)</b>
<b>Local Government Association</b>	<b>The Leader (Deputy Leader in his/her absence)</b>	<b>May 2012 (1 year appointment)</b>
<b>Local Government Association – Rural Commission</b>	<b>Healthy Environment Portfolio Holder (voting rights) Councillor Debbie Wren</b>	<b>May 2012 (1 year appointment)</b>
<b>Local Government Association – Urban Commission</b>	<b>Economic Development Portfolio Holder (voting rights) Councillor Michael King</b>	<b>May 2012 (1 year appointment)</b>

## REPORT TO COUNCIL

**REPORT OF:** Councillor Mike Taylor - Resources Portfolio Holder

**REPORT NO:** SD032

**DATE:** 3 May 2012

<b>TITLE:</b>	<b>Local Authority Mortgage Scheme – Review of Policy for Local Scheme Eligibility</b>	
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	Key decision	
<b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>	Cllr Mike Taylor Resources Portfolio Holder	
<b>CONTACT OFFICER:</b>	Daren Turner <a href="mailto:d.turner@southkesteven.gov.uk">d.turner@southkesteven.gov.uk</a> 01476 40 63 10 Lucy Youles <a href="mailto:l.youles@southkesteven.gov.uk">l.youles@southkesteven.gov.uk</a> 01476 40 61 05 Richard Wyles <a href="mailto:r.wyles@southkesteven.gov.uk">r.wyles@southkesteven.gov.uk</a> 01476 40 62 10	
<b>INITIAL IMPACT ASSESSMENT:</b>	Carried out and Referred to in paragraph (7) below:	Full impact assessment Required: Not applicable
<b>Equality and Diversity</b>		
<b>FREEDOM OF INFORMATION ACT:</b>	This report is publicly available via the Your Council and Democracy link on the Council's website: <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>	
<b>BACKGROUND PAPERS</b>	Report to Cabinet - SD01 Local Authority Mortgage Scheme - 5 December 2011 Report to Cabinet – SD30 – Local Authority Mortgage Scheme – 6 February 2012 Report to Resources PDG HOF186 – Local Policy for Scheme Eligibility – 19 January 2012 Report to Council - SD031 Approval of Scheme – 1 March 2012	

### 1. RECOMMENDATIONS

- 1.1 It is recommended that Council note progress to date with the establishment of a Local Authority Mortgage Scheme.
- 1.2 It is recommended that Council considers the review of the Local Policy for Scheme Eligibility attached to this report as Appendix A in accordance

with Lloyds Bank plc (Local Lend a Hand Scheme) requirements and approves the amendments to that policy as follows:

- 1.2.1 Clause 5 of the policy approved at the Council meeting of the 1<sup>st</sup> March 2012 is amended at bullet point 2 to read:  
“Only applicants wishing to purchase a property which is situated in the district of South Kesteven in accordance with qualifying postcodes will be eligible. Applicants may currently reside outside the district boundaries”
- 1.2.2 Clause 5, and 8 - the maximum loan size per application is up to and including £118,750.

## **2. PURPOSE OF THE REPORT**

- 2.1 To update progress made in setting up the South Kesteven scheme, in partnership with Lloyds Bank plc, since council approved the pilot at its meeting on 1 March 2012.
- 2.2 To clarify and update the terms of the Local Policy for Scheme Eligibility in accordance with the requirements of Lloyds Bank plc in respect of the Local Authority Mortgage Scheme.

## **3. DETAILS OF THE REPORT**

- 3.1 Since the decision to move ahead with the pilot scheme, officers have progressed with the implementation of the scheme and have been working with Lloyds Bank plc in respect of the preliminary work. To date, a deposit account has been established and all legal documentation has been received and is being reviewed ready for completion. A procedure chart is shown at Appendix B and the Authority is well advanced and is currently at action 8 on the chart.
- 3.2 At its meeting in March 2012, Council determined to approve the policy of the pilot scheme's eligibility which is attached to this report at Appendix A showing the amendments required. The policy is a requirement of participation in a Local Authority Mortgage Scheme.
- 3.3 The scheme eligibility agreed by Council on 1 March 2012 included provision that the scheme covers every property within the boundary of the district and that it be limited for the purchase of properties up to a value of £125,000.
- 3.4 In determining the criteria for scheme eligibility, evidence of property sales within the district, the requirements of scheme operators, the current stamp duty levels and the criteria for national government schemes available were considered. Clarification of the detailed requirements of Lloyds Bank plc has now been received. This has confirmed that the policy is required to state the maximum loan size the Authority will permit rather than the property valuation. In line with the original decision on the pilot, the proposal is to set the loan size to £118,750 which is based on a property valuation of £125,000 less a 5% deposit of £6,250. Shown as follows:

Property value	£125,000
SKDC indemnity (20%) of value	£25,000
5% deposit by applicant	£6,250
Loan to value (75%)	£93,750
Total loan to applicant (£93,750+£25,000)	£118,750

Given the requirement that the maximum loan size must be stated rather than the property valuation, it is possible that a property value could exceed £125,000. However, this has the benefit of allowing applicants to access properties that are valued at a higher level due to their geographical location particularly in the south of the district or enable applicants to place a greater deposit than 5% but less than 25%. A further benefit for the Authority is the associated reduction in the financial exposure of the indemnity value and, as such, the Authority's scheme deposit can be maximised to assist with more applications. This is demonstrated in the scenario below:

Property value	£156,250
SKDC indemnity (1%)	£1,563
Deposit by applicant (24%)	£37,500
Loan to value (75%)	£117,187
Total loan to applicant (£117,187+£1,563)	£118,750

3.5 A further point of clarification is in respect of the qualifying postcodes that are published when the scheme is launched. A list of qualifying post codes must be attached to the signed agreement with Lloyds Bank plc. The qualifying postcodes are those that are wholly within the boundary of this district and therefore cannot overlap into other neighbouring districts. This is a stipulation that all lenders will require and all local authorities taking up local schemes will incorporate this into their policies. This ensures that properties that are outside the South Kesteven boundary are not considered for inclusion into the scheme. There is a potential for properties on the boundary of the district being outside the scheme as they 'share' the postcode with another district, or county. This is an operational requirement that all lenders are stipulating. In summary, there are 3,783 postcodes in the South Kesteven district of which 3,644 are wholly within the district and therefore 139 postcodes will be excluded from the published scheme.

3.6 As the scheme has been agreed by Council as an initial pilot, the impact will be monitored, implications and any possible mitigation considered before any proposal to move forward to a fully established scheme.

#### **4. OTHER OPTIONS CONSIDERED**

4.1 To implement the scheme, no other options can be considered.

#### **5. RESOURCE IMPLICATIONS**

5.1 There are no further resource implications arising from this report.

**6. RISK AND MITIGATION (INCLUDING HEALTH & SAFETY AND DATA QUALITY)**

- 6.1 Risk assessment for the provision of the scheme has been carried out by Sector, the Council's Treasury Management advisors

**7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT**

- 7.1 The equality impact assessment has been updated to reflect these changes. Any impact can be justified to implement the scheme.

**8. CRIME AND DISORDER IMPLICATIONS**

- 8.1 None

**9. COMMENTS OF FINANCIAL SERVICES**

- 9.1 The proposed changes to the scheme do not, in themselves, have a financial impact on the Authority as they specifically relate to the scheme eligibility criteria.

**10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES**

- 10.1 Local authorities have the power to provide the indemnity required by scheme providers in accordance with s.442 of the Housing Act 1985 (as amended). The indemnity in the scheme proposed requires the deposit of security with a bank. Individual indemnities will be required in respect of legality. It is essential that criteria for eligibility to the scheme are determined. Legality will depend on the policy created to adopt the scheme, how that policy will contribute to the Council's strategic objectives and priorities, the process for financing the scheme, the eligibility criteria and, generally, how the policy will be implemented. Any policy approved at Council should be incorporated into the Council's Housing Strategy and Treasury Management Policy.

**11. APPENDICES:**

Appendix A – Amended Policy of Local Scheme Eligibility  
Appendix B – Lloyds Scheme Process

## **SOUTH KESTEVEN DISTRICT COUNCIL**

### **LOCAL AUTHORITY MORTGAGE SCHEME (LAMS) POLICY**

#### **1. Introduction**

Currently, home mortgage lenders are typically prepared to lend a maximum of 75-80% loan to value (LTV), even if an applicant can afford a 95% mortgage. The applicant therefore requires a substantial deposit, for example, a first-time buyer purchasing a property valued at £100,000 would have to provide a deposit in the region of £25,000. Many potential first time home-buyers do not have the funds needed for such a deposit.

As a result of the current economic environment, uncertainty in the housing market and the difficulties in obtaining an affordable mortgage, many potential home-buyers remain in social housing, thereby reducing the availability of social housing for those who may have a greater need. To address this shortage, and to help the housing market and local economy, some local authorities have considered issuing mortgages. However, authorities have limited financial resources and little expertise in this area. There are considerable operational risks attached to residential mortgage activity. The possibility of entering into a partnership with residential mortgage lenders has therefore been explored, with the remit of minimising the financial impact on the local authority, and at the same time taking advantage of the expertise already available from existing mortgage providers.

In September 2009, Sector Treasury Services set up a pilot scheme to assess the viability of a new Local Authority Mortgage Scheme (LAMS), including the legal and accounting issues surrounding a financial indemnity of this nature, and 11 local authorities initially sponsored the pilot scheme. The remit of the pilot scheme included discussions with a range of residential mortgage lenders, with a view to securing options for funding the scheme. Initial discussions with potential funders and partners revealed that due to the high level of set up costs, funders would only be interested in a national scheme, rather than separate arrangements with individual local authorities. Early discussion with the Council of Mortgage Lenders (CML) secured support for such a standard national scheme.

Via the LAMS scheme, the Council has an opportunity to provide targeted help to potential first-time home-buyers in obtaining a mortgage. The scheme is a private sector initiative, not linked to the Right to Buy Mortgage scheme previously provided by local authorities. The scheme is aimed solely at first-time buyers, and the Council will specify the qualifying characteristics for those qualifying for a mortgage under the scheme. The criteria will be driven by the Council's Housing Needs Survey and its, and the national, housing strategy.

#### **2. How the Council's strategic aims and objectives will be met by the LAMS**

The Council's 2021 vision has made it a priority to create an environment to support good housing for all. Good housing improves social, environmental and economic wellbeing and helps to create better communities that can attract investment and skilled workers.

The adoption of the LAMS scheme will contribute to the fulfilment of the council's strategic aims and objectives by enabling first-time buyers to enter the housing market within the district, and subsequently to contribute to its social, environmental and economic well-being. It is a customer and community focused initiative, providing

practical assistance to first-time buyers, whilst freeing up social housing for those in greater need. It demonstrates the Council's aim to create that environment.

### **3. How the LAMS will contribute to housing and other corporate strategies**

The Council's Housing Strategy sets out the Council's approach to housing in the district.

The adoption of the LAMS contributes to the fulfilment of the Council's Housing Strategy by meeting an identified need from first-time buyers for assistance obtaining a mortgage. It will achieve this without involving the Council directly in the residential lending market, of which it has little experience.

### **4. How the LAMS will contribute to the Council's key priorities**

The current economic climate has led to uncertainty in the housing market, and to difficulties in obtaining an affordable mortgage, particularly for first-time buyers. Many potential home-buyers remain in social housing, thereby reducing the availability of social housing for those who have a greater need.

To achieve its 2021 vision, creating an environment to support good housing for all has been agreed as a priority of this Council.

The LAMS addresses this priority enabling first-time buyers wishing to purchase a home in the district without the requirement to save the significant deposit routinely required. In turn, this potentially allows such buyers to move from social housing and accordingly to increase the supply of such accommodation for those with greater need.

The scheme does NOT promote reckless lending, since all applicants must meet the standard lending criteria set out by Lloyds Banking Group, and must be able to provide evidence to demonstrate that the higher loan-to-value mortgage is affordable.

### **5. Criteria for eligibility in the LAMS and the conditions to be applied**

All potential buyers (applicants) will meet the strict credit criteria applied by Lloyds Banking Group. If this initial test is failed, the application for assistance under the LAMS will terminate. If the initial test is passed, the following criteria set by the council will also be strictly applied:

- All applicants will be first-time buyers.
- Only applicants wishing to purchase a property situated in the district of South Kesteven in accordance with qualifying postcodes will be eligible. Applicants may currently reside outside the district boundaries.
- The maximum loan size per application is up to and including £118,750

No other conditions will be imposed or enforced by the Council. In particular, the Council will have no right of first refusal on the sale of a property subject to an indemnity under the scheme, and there will be no second charge made on the borrower's home.

### **6. Type of assistance available under the LAMS**

Lloyds Banking Group (LBG) provides funds under a "cash-backed" arrangement. The Council is required to make a 5-year deposit with LBG at the inception of the scheme,

equivalent to the full value of the total indemnities being offered. Interest will be paid annually by LBG at a premium fixed rate.

If a potential buyer meets all the criteria at paragraph 5 (above), the Council will provide a “top-up” indemnity to the value of the difference between a 75% loan-to-value, and a 95% loan-to-value mortgage. The prospective home-buyer will thereby obtain a 95% mortgage on similar terms to a 75% mortgage, but without the need to provide the usual deposit.

Individual indemnities will be in place for a fixed 5 year period for each mortgage granted by LBG under the scheme. This period may be extended by a further 2 years only if a mortgage granted under the scheme is in arrears during the last 6 months of the initial 5 year period.

Assuming no default by the home-buyer, the Council’s indemnity liability will terminate on the earliest of the end of the agreed indemnity period, i.e. the end of the 5-year period, or on the date of the early repayment of the mortgage.

## **7. Capital resources available under the LAMS Cash-backed scheme**

Once legal documentation has been completed to establish a local scheme the Council will deposit funds with Lloyds Banking Group to the limit of the maximum indemnities to be offered. The bank will pay an enhanced rate of interest on this advance.

The sum to be made available by the Council under the LAMS will be £1million for which budget provision has been made.

The emphasis of a cash-backed arrangement, and the overall substance of the transaction, is that the Council is providing financial assistance to facilitate a lender making available a greater amount to the borrower than would otherwise be their practice. Expenditure of a local authority can qualify as capital expenditure as set out in regulation 25 of The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003. Section (1)(c) of the regulation defines that “the giving of a loan, grant or other financial assistance to any person, whether for use by that person or by a third party, towards expenditure which would, if incurred by the authority, be capital expenditure”, shall be treated as being capital expenditure.

## **8. Amount of assistance available to individual applicants under the LAMS**

Lenders, such as Lloyds Banking Group, require the maximum individual loan size to be stipulated at the inception of the scheme (i.e. 95% of the average property valuation locally), rather than the maximum “property valuation”.

The following criteria will be applied in respect of the South Kesteven District Council scheme:

- The maximum loan size per application towards which assistance may be given to a first-time home-buyer is up to and including £118,750
- The maximum individual indemnity to be offered to a first-time home-buyer under the scheme is 20%.
- Only applicants wishing to purchase a property where the post code is wholly within the boundaries of the district of South Kesteven will be eligible. Applicants may currently reside outside the district boundaries.

## 9. Application Process for the LAMS and the fees payable

At the inception of the scheme, a promotional article will be published on the council's website, together with a link to the full LAMS policy document.

Whilst the council will be an "enabler" in that its cash deposit with LBG makes the scheme possible, the scheme will be administered solely by LBG, to whom all enquiries applications, comments and complaints should be directed.

Under no circumstances will any council officer offer specific advice to a prospective home-buyer on the suitability of the LAMS for their individual needs. This is the role of LBG as the mortgage lender. Accordingly, no specific training is required by the council's own staff in respect of the scheme.

The steps to be followed by a prospective first-time home-buyer interested in the scheme are as follows:

- The home-buyer will visit a branch of LBG to make an appointment to discuss their requirements.
- LBG will assess the home-buyer as a prospective borrower, in accordance with its usual strict affordability criteria.
- LBG will then assess whether the LAMS scheme is suitable for the prospective borrower, i.e. whether the council's own criteria set out at paragraph 5 are met.

No fees in excess of those normally levied by LBG in the course of their mortgage business will be payable by the prospective home-buyer.

## 10. Commercial issues in respect of the LAMS

In accordance with legislation, LBG will not have a legal charge over the Council's deposit under the LAMS, therefore should an indemnity be called, a separate invoice will be issued by LBG.

An individual indemnity will only be called upon if a loss is actually incurred by LBG. For example, if a property valued at £125,000, with a LAMS mortgage of £118,750 and a Council indemnity of £25,000, is sold upon repossession for £95,000, net of all attributable costs, (ie. a total loss of £35,000) the full value of the £25,000 Council indemnity will be payable by the Council to LBG. The loss in excess of the value of the Council indemnity will be met by LBG, ie. £10,000 in this example. However, if the same property is sold for £115,000 net of all attributable costs, (i.e. a total loss of £10,000), the sum of £10,000 will be payable by the Council to LBG. In each scenario, the Council will make payment to LBG within 30 days of being invoiced for the charge.

Given that an indemnity will only be called when all normal mortgage business processes have been explored by LBG, i.e. if a borrower finally defaults on a mortgage and the property is repossessed, it is extremely unlikely that the Council will be able to recover any part of the value of the indemnity from the individual. Should an indemnity be called, appropriate provision will need to be made in the revenue accounts.

Whilst the deposit required by a cash-backed scheme would count as capital expenditure rather than a simple investment within the meaning of the investment strategy, it will expose the council to the creditworthiness of Lloyds Banking Group. At

present the credit rating of LBG is within the range allowed by the council's Treasury Management Strategy Statement.

## **11. Legal issues**

LBG require the following legal documents to set up the scheme:

- Indemnity deed for the LAMS
- Legal indemnity - an opinion letter, confirming that the Council has the power to enter into, observe and perform the terms and obligations required of it under the LAMS.

## **12. Risks**

There are a number of risks associated with the LAMS. A risk assessment, outlining all the key risks identified, together with the mitigating controls, is attached at appendix 1 to this Policy.

## **13. Other issues**

Due to the changing environment in which the Council operates, further legal and accounting advice may be required during the life of the LAMS. To ensure consistency, Sector will obtain updated advice on behalf of participating authorities. Any additional fees incurred in this respect will be agreed with all parties in advance.

The accounting paper prepared by Sector is attached at appendix 2 to this policy. It indicates that the Council may set aside the eventual capital receipt (the repayment of the deposit) to finance the initial capital expenditure (the deposit). Provided that this intention is explicitly stated in the MRP Policy, together with a statement that no minimum revenue provision will be made in respect of LAMS expenditure, the arrangement will meet required accounting standards.

## LAMS Policy Appendix 1

	Strategic Risk	Key Risk	Risk Rating	Likelihood	Impact	Preventative Measures	Notes
F1	Financial	Local authority affordability	Moderate	Low	Moderate /High	Make adequate budget provision	For cash backed guarantees it may be prudent that the interest earned on the deposit is set aside in a ring fenced reserve to be used to fund future liabilities in the event of failure or default, and the guarantee being called upon.
F2		Lending to sub-prime applicants	Low	Low	Moderate	Use lender's existing credit criteria	
F3		Applicant affordability	Low	Low	Moderate	Lender will ensure the mortgage is affordable	
F4		Costs incurred in the event of a guarantee being called	Low	Low	Low	The number of repossessions by first charge mortgage lenders in 2010 was 0.3% of all mortgages (source: CML website). For each £1m, there is a potential for loss of £3,000 if each default leads to a 100% loss of the value of the guarantee. For 95% LTV mortgages this may be higher, perhaps 1-2%. The cash-backed guarantee will attract a premium investment return in the region of 4.1%, i.e. each £1m allocated to the scheme will earn £41,000.	No specific statistics available for first time buyers only. Figures could be refined further to cover local or regional areas. For this purpose, it is assumed that the full value of the guarantee will be lost in the event of default.
F5		Counterparty risk	Low	Low	High	Partnership with highly reputable financial institutions for deposits. Ensure compliance with the TMSS.	The cash-backed mortgage support should not be seen as a straightforward deposit with a financial institution. Participating local authorities may be required to provide a "financial advance" to the participating mortgage lender (to support mortgages in the local economy), so the requirements of the scheme would be slightly different to the usual investment principles. This should be identified in the TMSS.
R1	Reputation	Poor publicity or bad press about the use of public money	Moderate	Low	Low	Press officer to liaise closely with the local press. Promotion of benefits of the scheme, i.e. supporting the local housing market and local economy. Good promotional material. Joint working with partners and estate agents. Press releases and photo opportunities.	Sector and the participating lenders will support the promotional process.

	Strategic Risk	Key Risk	Risk Rating	Likelihood	Impact	Preventative Measures	Notes
R2		Repossession in the hands of the lender, therefore outside the local authority's area of responsibility	Moderate	Moderate	Low	Lender to inform local authority if and when an applicant is facing repossession. LA may be able to support people to prevent repossession.	
R3		Poor publicity or bad press about possible repossession	Moderate	Moderate	High	Is the local authority support an issue? Early notice from lender to the local authority if action is due to be taken. Local authority to assess the alternative options	
P1	Political	Lack of political support	Low	Low	High	Ensure political support from the outset. Continued member briefing of progress on the scheme, and on the value of the guarantees offered.	Sector will support this process.
P2		Change of political priorities	Low	Moderate	Low	Future support for the scheme may be withdrawn, but existing support would remain until expiry.	
O1	Operational	Adverse impact on existing staffing levels	Low	Low	Low	The local authority will have no input in the assessment or processing of mortgage applications.	
O2		Housing market fully recovers and the scheme no longer required	Moderate	Moderate	Low	The scheme will cease to exist. Guarantees already granted (5 years + a further 2 years if the account is 90+ days in arrears) would remain in place.	Further analysis of local and regional housing issues to be added, i.e. local housing need, house prices, mortgage approvals etc. This information will determine the anticipated life of the scheme.

### **Sector's Accounting Paper on the accounting requirements for a funded indemnity as offered by Lloyds Banking Group**

This paper provides an outline of the accounting implications for local authorities who are considering providing assistance to participating lenders wishing to provide mortgage advances under the Local Authority Mortgage Scheme (LAMS). This paper outlines the accounting requirements for the scheme offered by Lloyds Banking Group (LBG).

#### **Lender Agreement:**

A formal agreement is now in place with Lloyds Banking Group (LBG). As part of this agreement authorities will be required to deposit funds with the bank, equivalent to the limit of the guarantee / support. In the case of default by the mortgagor, there will be an obligation for the authority to reimburse the bank as soon as a loss is realised. The bank will pay an enhanced rate of interest on the original advance from the authority.

#### **Proposed Accounting Treatment:**

The emphasis of the LBG arrangement and the overall aim or substance of the transaction is that the authority is providing financial assistance (rather than a financial guarantee) to facilitate the bank lending a greater amount to the borrower / mortgagor than would otherwise be their practice.

In England one of the routes by which the expenditure of a local authority can qualify as capital is set out in regulation 25 of The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003. Section (1)(c) of the regulation defines that "the giving of a loan, grant or other financial assistance to any person, whether for use by that person or by a third party, towards expenditure which would, if incurred by the authority, be capital expenditure " shall be treated as being capital expenditure.

If and when a loss is realised by the lender and the local authority is required to compensate the bank, the authority will have the choice of making a separate payment or having the amount deducted from the original advance. A deduction from the original advance might result in breakage costs being incurred; it is therefore likely that authorities will prefer to make a separate payment at the time. It is important to note that the authority will have already recognised the full amount of any potential liability in its balance sheet, in the form of a long-term debtor. The obligation for the authority to pay on default should therefore be viewed as the amount of bad debt that would need to be charged, as in any other type of loan situation.

In line with previous CIPFA guidance, although write-offs of the principal part of advances and provisions for doubtful debts are legitimate charges against the authority's net expenditure, they do not need to be financed from council tax (unlike corresponding transactions in relation to interest).

The original advance constitutes expenditure for **capital** purposes. Any debits made to service revenue accounts in relation to principal must therefore be cancelled out in the Movement in Reserves Statement by an appropriation credit from the Capital Adjustment Account.

## CFR and MRP Liability:

If the original advance (capital expenditure) was not financed, there would be an increase in the authority's CFR, which in turn would create an additional MRP liability.

The authority can however opt to meet this liability by setting aside the associated repayment from the bank, which in accordance with accepted accounting practice would be regarded as a capital receipt.

In the event of a default, an authority that has previously agreed to adopt the latter practice of setting aside the capital receipt would need to consider alternative arrangements for repayment of the remaining debt liability, as the final net receipt would be insufficient to cover the full liability associated with the original transaction. The authority would therefore need to either introduce an MRP charge or apply other resources (such as a revenue contribution), equivalent to the amount of the total default, in order to extinguish the remaining CFR liability. The preferred MRP treatment should be addressed in the authority's annual MRP Policy.

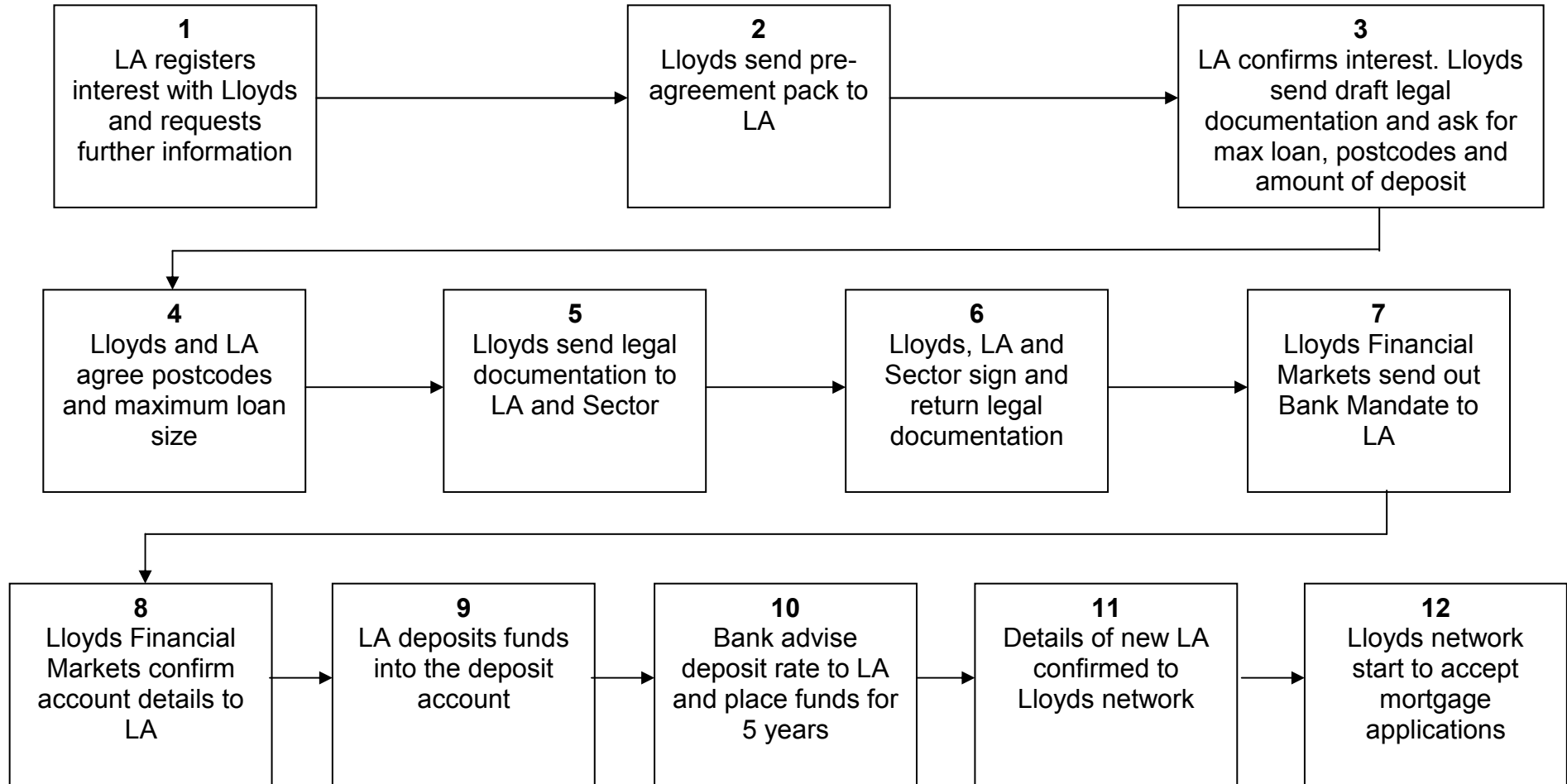
Example accounting entries are outlined below, assuming a set aside of the capital receipt and an interest rate of 4.1%:

	CIES	MiRS	LT Debtor	Debtor	Cash	Cap Adj Account	Capital Receipts
Y1 Adv to Lloyds Banking Group			1,000,000		-1,000,000		
Y1 Interest Receivable	-41,000				41,000		
Y2 Interest Receivable	-41,000				41,000		
Y3 Interest Receivable	-41,000				41,000		
Y4 Interest Receivable	-41,000				41,000		
Y4 Bad Debt written off	10,000		-10,000				
Y4 Appropriation to CAA		-10,000				10,000	
Payment to bank for default				10,000	-10,000		
Y5 Interest Receivable	-41,000				41,000		
Y5 Repayment of original deposit				-10,000	1,000,000		990,000
Y5 Write off to CAA			-990,000			990,000	
<b>CLOSING BALANCE</b>	<b>-195,000</b>	<b>-10,000</b>	<b>0</b>	<b>0</b>	<b>195,000</b>	<b>1,000,000</b>	<b>-990,000</b>

The above example assumes a default of £10,000 in year 4, based on the current national average default rate of 1% as published by the Council of Mortgage Lenders. Although write-offs and provisions for doubtful debts are legitimate charges against the authority's net expenditure, they do not need to be financed from council tax (unlike corresponding transactions in relation to interest). The original advance constituted expenditure for capital purposes and its financing would be concluded in the year the expenditure was incurred. Any debits made to service revenue accounts in relation to the principal should therefore be cancelled out in the Movement in Reserves Statement by an appropriation credit from the Capital Adjustment Account. From items originally debited or credited to the service revenue accounts, this will leave a net charge against

the amount to be raised from council tax comprising management costs and interest receivable. The payment to the bank for default is classed as an additional cash-flow debtor.

# Process by which a Local Authority (LA) engages with Lloyds to join the Local Lend a Hand scheme



<b>REPORT TO COUNCIL</b>
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**REPORT OF:** RETURNING OFFICER

**REPORT NO:** LDS061

**DATE:** 3 MAY 2012

<b>TITLE:</b>	Review of Polling Districts and Polling Places	
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	Statutory requirement	
<b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>	Councillor Paul Carpenter - Engagement and Corporate Services Portfolio Holder	
<b>CONTACT OFFICER:</b>	Julie Edwards, Elections and Democratic Services Team Leader <a href="mailto:j.edwards@southkesteven.gov.uk">j.edwards@southkesteven.gov.uk</a>	
<b>INITIAL IMPACT ASSESSMENT:</b>	See paragraph 7	Full impact assessment Required:
<b>Equality and Diversity</b>		N/A
<b>FREEDOM OF INFORMATION ACT:</b>	This report is publicly available via the 'Your Council and Democracy' link on the Council's website: <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>	
<b>BACKGROUND PAPERS</b>	<ul style="list-style-type: none"> <li>• Notice of Review of Polling Districts and Polling Places</li> <li>• Review of Polling Districts and Polling Places guidance (Electoral Commission circular EC19(2010))</li> <li>• Acting Returning Officer's proposals</li> <li>• Submissions to consultation received</li> <li>• Engagement Policy Development Group 1.2.12 report LDS053 and action notes</li> </ul>	

## 1. RECOMMENDATIONS

It is recommended that:

- 1.1 Council approve the proposed revised schedule of polling districts and polling places as detailed at Appendix 1 to report number LDS061.

- 1.2 That the Chief Executive, as Returning Officer for South Kesteven, be granted delegated authority in consultation with Ward Councillors to determine polling places in the event that a polling place becomes unavailable during an election period.

## **2. PURPOSE OF THE REPORT**

- 2.1 Under the Representation of the People Act 1983, the Council has a duty to divide the district into polling districts and to designate a polling place for each of these districts. The Electoral Administration Act 2006 requires the Council to carry out a review of these polling districts and polling places every four years as a minimum. The Council last completed a review in 2008 and therefore, in line with the statutory timeframe, it is required to undertake a further periodic review.

## **3. DETAILS OF REPORT**

### **Background**

- 3.1 When undertaking a review the Council is required to give due regard to the following considerations:
- It must seek to ensure that all electors in the area have reasonable facilities for voting as are practicable in the circumstances;
  - It must seek to ensure that, so far as is reasonable and practicable, every polling place is accessible to all electors.
- 3.2 Polling districts are, in effect, sub divisions of electoral wards. Each parish or parish ward is automatically a polling district in its own right but then that area can be broken down into further polling districts dependent on the size of the parish and the number and location of the electors.
- 3.3 Public notice of the start of the review was given on 19 September 2011. The closing date for submission of comments was 14 October 2011.

### **Consultation Process**

- 3.4 The review process required the Council to consult on the existing polling districts, polling places and polling stations. This exercise sought representations from people or organisations with particular expertise in relation to access to premises or facilities for persons who have different forms of disability. The consultation also included all district councillors, all parish/town councils and the local political parties.
- 3.5 In addition, polling station inspectors at the referendum and local elections held in May 2011 were asked to provide feedback regarding each of the current polling places.

### **Issues raised during the consultation process**

- 3.6 Various responses to the consultation were received, these are summarised in the schedule set out at Appendix 2. Each of the responses has been evaluated to determine if changes are necessary as part of the review process and these evaluations are set out below.
- 3.7 Elections officers have visited all the venues listed below to view the current sites and consider alternative sites.
- 3.8 The draft proposals of polling districts and polling places were considered by the Engagement Policy Development Group on 1 February 2012 and were recommended to Council for approval subject to further investigation of the proposals for the St Mary's Ward and the Truesdale Ward. These proposals are detailed below.

### **4. OTHER OPTIONS CONSIDERED**

Where comments have been received as part of the review or where the Returning Officer is aware of issues at a particular polling place, various options have been considered in each case. These are detailed below.

#### **4.1 All Saints Ward**

The Engagement Policy Development Group requested that consideration be given to providing an additional polling station to the west of the All Saints Ward. It was suggested that consideration be given to locating a temporary polling station on possible identified sites on Casterton Road or Chatsworth Road/Haddon Road. These sites have been visited by officers and were felt to be unsuitable due to the surrounding area which could become slippery in wet conditions and potentially hazardous to voters. The siting of a portacabin on a grass surface cannot be recommended.

It is acknowledged that the current venue at the Children's Centre, Bluecoat Primary School is located at one end of the Ward however it has not currently been possible to identify a suitable additional location for a polling station for voters living in the western side of the Ward. No adverse feedback has been received from voters relating to the current site.

#### **Recommendation - No change**

**It is recommended that no change be made to the existing polling arrangements and that the Children's Centre, Bluecoat Primary School, Green Lane, Stamford be retained as the polling station for the whole of the All Saints Ward.**

#### 4.2 **Bourne East Ward**

Representations were received from Bourne Town Council and Elsea Park Community Trust. Bourne Town Council expressed concern that some electors have to travel some distance to their allocated polling station and that certain stations have a high number of electors. The Elsea Park Community Trust responded to advise that the Community Centre at Elsea Park was due for completion in early 2012 and could be utilised as a polling station in future.

#### **Recommendation:**

**It is recommended that the following changes be made to the polling arrangements for the Bourne East Ward:**

- **That Polling District EC1 be split to create two separate polling districts, as detailed in Appendix 1, with approximately 1,200 electors allocated to the current polling station, the Darby & Joan Hall, and approximately 1,700 electors allocated to The Centre at Elsea Park;**
- **That the polling station which has been previously located at Bourne Abbey C of E Primary School on Abbey Road for polling district EB1 be relocated to the Communal Room, Meadow Close.** This change is proposed as a result of accessibility and parking issues experienced at the 2010 and 2011 elections at the Bourne Abbey School.

#### 4.3 **Bourne West Ward**

Representations were received from Bourne Town Council and Elsea Park Community Trust. Bourne Town Council expressed concern that some electors had to travel a distance to their allocated polling station and that certain stations had an excessive number of electors. The Elsea Park Community Trust responded to advise that the Community Centre at Elsea Park was due for completion early 2012 and could be utilised as a polling station.

The Elsea Park development crosses the East and West Wards of Bourne. The development in the West Ward is at relatively early stages and currently only 75 electors are registered in this part of the development. However this number is expected to grow rapidly and therefore it is felt appropriate that electors in this area are given the opportunity to vote at a more convenient location.

#### **Recommendation:**

**It is recommended that the following changes be made to the polling arrangements for the Bourne West Ward:**

- **That Polling District EN1 be split to create two separate polling districts, as detailed in Appendix 1, with approximately 900 electors allocated to the current polling station, the Manor Court Communal Room, and an additional polling station created at The Centre at Elsea Park to accommodate voters in the Elsea Park development.**

#### 4.4 **Earlesfield Ward, Grantham**

The polling station allocated to the SA1 polling district in the Earlesfield Ward is currently the Church of the Epiphany, The Grove, Grantham. This church is currently closed and an alternative venue needs to be found to accommodate the two polling stations required for this polling district.

##### **Recommendation:**

**It is proposed that the polling place be relocated to the South Kesteven Table Tennis Centre, off Trent Road, Grantham. This venue has been used in previous years as the polling station for this area and will accommodate the two polling stations required for this polling district.**

This venue will be kept under review in the event that the Church of the Epiphany reopens or another alternative venue is found.

#### 4.5 **Isaac Newton Ward – Colsterworth and Gunby & Stainby**

Representations were received from Colsterworth and District Parish Council and the Governing Body of Colsterworth Primary School expressing concern regarding the continued use of the school and the disruption caused to the operation of the school on polling day. The village hall has been highlighted as an alternative premise to the primary school.

The Colsterworth Primary School serves as the polling station for the parishes of Colsterworth (which includes Woolsthorpe-by-Colsterworth) and Gunby and Stainby.

In view of the issues highlighted, consideration has been given to alternative options – these are identified below:

##### *Option 1 – Change the polling place to the village hall*

- The village hall is situated outside of the Colsterworth village centre, a substantial distance away from where the majority of electors live.
- The village hall does have a large car park however the entrance to the car park is uneven with potholes.
- The pedestrian access from Colsterworth village is via a long path which has a fairly steep incline near to the village hall and does not provide good access for disabled or elderly voters.

- In addition the path has no lighting and could therefore deter electors from visiting the polling station to vote in hours of darkness.

Generally, the access to the Village Hall is not as good as at present with the use of the primary school. Furthermore, consideration has been given to the forthcoming Police Commissioner election to be held in November and the implications for pedestrian access at that time of the year.

*Option 2 – Retain the Colsterworth Primary School as the polling place*

- Colsterworth Primary School is situated in a central location in Colsterworth village and has limited on-street parking facilities. Therefore it serves the electorate well as the polling place for this area.

The school has indicated that if used as a polling station in future it will have to take the decision to close the school on polling day. Whilst there is an appreciation of the disruption caused to schools used as polling stations, the Returning Officer has the authority to use public buildings. There is no requirement that the school is closed.

*Other options considered during the review:*

- Methodist Church – this venue would be an ideal polling station as it is situated in the centre of Colsterworth village next to the school however the building is used extensively and is unfortunately not available for polling station use.
- Youth Centre – this venue is again not available for polling station use due to its use as a nursery and childcare provision
- St John the Baptist Church – although in a central location in the village, the Church has fixed pews which would limit space and movement of voters
- The Police Rural Beat Office – although in a central location in the village with off-street car parking, the accommodation inside the building is too small for use as a polling station
- White Lion Public House – although in a central location in the village with off-street car parking, no separate room is available and access would have to be through an open bar (which is not permissible under election protocols)

**Recommendation – Option 2 - No change**

**It is recommended to retain Colsterworth Primary School as the polling place for the Colsterworth and Gunby/Stainby polling districts in the absence of any suitable alternative. Elections staff to contact the school to discuss with the head teacher any arrangements that can be put in place to minimise any disruption to the school.**

#### 4.6 **Isaac Newton Ward – Stoke Rochford and Easton**

St Andrew and St Mary's Church, Village Street, Stoke Rochford serves as the polling station for both Stoke Rochford and Easton parishes. Although the church is situated in a good location it has limited facilities.

Consideration has been given to alternative options – these are identified below:

##### *Option 1 – Relocate the polling place to the Stoke Rochford Estate Office, Home Farm, Stoke Rochford*

- Although the Stoke Rochford Estate Office is located within the Stoke Rochford polling district, it is a substantial distance away from the village centre along a private road. It is situated one mile from the current polling station at the St Andrew and St Mary's Church.
- The building does have good access with a level entrance and has a large car park.
- It is however felt that the location of this premise is too remote and would not be accessible to some voters, particularly voters in the Easton parish.
- Furthermore consideration has also been given to the forthcoming Police Commissioner election to be held in November and the implications of accessibility at that time of the year.

##### *Option 2 – Relocate the polling place to The Meeting Venue, A1 North, Stoke Rochford Services*

- The Meeting Venue offers excellent facilities with a choice of meeting rooms and excellent car parking facilities.
- The venue is not located in the centre of Stoke Rochford and would involve electors living in Stoke Rochford village driving or walking further to cast their vote.
- The premises are accessed directly from the A1 North with a footpath to the edge of Stoke Rochford village.
- This option would however involve electors from the Easton parish having to cross the A1 however this is already the case at the current polling place located at Stoke Rochford Church.

##### *Option 3 – Retain the St Andrew and St Mary's Church as the polling place for the Stoke Rochford and Easton parishes.*

- The building can be difficult to keep warm and there are limited facilities requiring the hiring of a Portaloo for polling staff.

#### **Recommendation – Option 3 – No change**

**It is recommended that the St Andrew & St Mary's Church is retained as the polling place for the Stoke Rochford and Easton polling districts. Election staff will investigate the provision of improved temporary heating and lighting arrangements for future elections.**

#### 4.7 **Lincrest Ward – Ropsley and Braceby**

Ropsley Primary School has served as the polling station for the Braceby and Sapperton parish and the Ropsley and Humby parish.

A comprehensive review has been carried out of all potential sites and the Ropsley Village Hall presents a suitable venue for use as a polling station. The Village Hall is located towards the edge of the Ropsley village but is within walking distance for the majority of voters. The Village Hall offers good access and has a large car park and meets all the needs and requirements. In addition the Village Hall Committee has confirmed availability for use as a polling station.

#### **Recommendation**

**It is recommended to relocate the polling station to the Ropsley Village Hall given the Village Hall's suitability as an alternative venue.**

#### 4.8 **St Wulfram's Ward, Grantham**

Representations were received from the two Ward councillors, both suggesting a third polling station be created for this ward. The responses highlighted that the polling station situated in Manners Street is ideal for those living near to the area who are mostly elderly, but is some distance for residents to travel who live in the vicinity of St Wulfram's Church. One response suggested locating an additional polling station at the National School, which has been used previously as a polling station.

The current arrangements for this ward are:

<b>Polling District</b>	<b>Polling Place</b>	<b>No. of voters in person (excluding postal voters)</b>
UA1	Cliffedale Primary School, Northcliffe Road, Grantham	1616
UB1	Communal Room, Manners Street, Grantham	984

The polling place for polling district UA1 is well-situated and the number of electors allocated is within the Electoral Commission guidelines however a second polling station could be provided within the Cliffedale Primary School if felt appropriate at a particular election. Polling district UB1 currently votes at the Manners Street Communal Room. This polling place should clearly be retained as it is convenient to those voters living at the north of the polling district, many of whom are elderly. The number of voters allocated to this polling district is not sufficiently high to justify the provision of an additional polling station.

Consideration has been given to revising the boundary between the two polling districts but it is felt that the current boundary is an obvious division of the Ward around the grounds of the hospital.

The options available are set out below:

*Option 1 – No change*

- Retain the current polling district boundaries and polling places for UA1 and UB1 as detailed above.

*Option 2 – Divide polling district UB1 into two polling districts with two polling places*

- Create an additional polling district to enable two polling stations to be utilised in this area – at the Manners Street Communal Room and the National School.

**Recommendation – Option 1 – No change**

**It is recommended that UB1 be retained as one polling district with the Manners Street Communal Room being retained as the polling place. However the issue may be re-considered following any feedback received from the Police Commissioners elections to be held in November 2012.**

**4.9 Truesdale Ward – Baston**

Representations were received from Baston Parish Council requesting that the polling station be returned to The Barn, Main Street, Baston. Members of the Parish Council feel that the Barn is a village facility and should be used instead of the school closing on polling day.

In view of the issues highlighted, consideration has been given to alternative options, these are identified below:

*Option 1 – Change the polling place to The Barn, Main Street, Baston*

- The Barn was previously used as the polling station for the Baston area until 2010 when it was relocated to the school.
  - The Barn does have a ramped disabled entrance however its long drive is not of a smooth surface and the walkway around the building is uneven with potential trip hazards, both of which could pose difficulties for electors in wheelchairs.
  - The Barn has good car parking facilities
  - The access is not as good at The Barn as at the primary school.
- Furthermore consideration has also been given to the forthcoming Police Commissioner election to be held in November and the implications for pedestrian access at that time of the year with longer periods of darkness.

*Option 2 – Retain the Baston Primary School as the polling place*

- Baston Primary School is situated in a good location within the village, has no access issues, with good footways and level entrance and has adequate parking facilities. Therefore it serves the electorate well as the polling place for this area.
- The (Acting) Returning Officer contact the school to ascertain whether there is a way of using the facility without the headteacher taking the decision to close the school.

**Recommendation – Option 2 - No change**

**It is recommended to retain Baston Primary School as a polling place for the Baston polling district and that contact be made with the head teacher to explore whether the school can remain open on polling day.**

**4.10 Truesdale Ward – Barholm and Stowe**

The Engagement Policy Development Group requested that consideration be given to the most appropriate polling place for residents from the Barholm and Stowe parish. Barholm and Stowe residents have traditionally voted at Greatford Village Hall which is in the neighbouring Hillsides Ward. It was suggested that electors may find Uffington a more appropriate polling place.

Following this suggestion, a consultation exercise has been carried out by officers with the 78 registered electors of Barholm and Stowe Parish to ask their preferred polling station location. The current arrangement of voting at Greatford Village Hall was supported by 64% of those who responded and relocating to Uffington Village Hall was supported by 11%. The remainder of responders prefer to vote by post or have no preference. It is therefore recommended that the current arrangements be retained.

**Recommendation - No change**

**It is recommended that no change be made to the existing polling arrangements and that the voters in the Barholm and Stowe Parish continue to vote at Greatford Village Hall.**

**4.11 Peascliffe Ward**

Representations were received from Great Gonerby Parish Council suggesting the Memorial Hall, Marratts Lane as an alternative venue to the St Sebastian Primary School.

In view of the issues highlighted, consideration has been given to alternative options. These are identified below:

*Option 1 – Change the polling place to The Memorial Hall, Marratts Lane, Great Gonerby:*

- The Memorial Hall has a gravel approach to the building which could cause problems for electors in wheelchairs.
- Plans are in place for the building of a new hall to replace the existing Memorial Hall and it would therefore be disruptive to the electorate to be relocated to the Memorial Hall and then have to return to the school whilst the new hall is completed.

*Option 2 – Retain the St Sebastian Primary School as the polling place*

- The St Sebastian Primary School is situated in a good location within the village and has adequate parking facilities, therefore it serves the electorate well as the polling place for this area.
- No comments have been received regarding the use of this school as a polling station; Memorial Hall was simply suggested as an alternative option by the parish council.

#### **Proposal – Option 2 - No change**

**It is recommended to continue to use the St Sebastian Primary School as a polling place for the Great Gonerby polling district. This arrangement to be reviewed again when the new hall is completed.**

- 4.12 The proposals outlined in this report together with the polling arrangements for all polling districts within the district are detailed on the Schedule of Polling Places attached at **Appendix 1**.
- 4.13 It should be noted that South Kesteven District Council will be subject to a Ward Boundary Electoral Review commencing in 2013. The outcome of the review, to be carried out by the Local Government Boundary Commission for England, will be implemented at the next District Council elections in 2015. Following completion of the boundary review a further full review of all polling districts and polling places will need to be conducted before the next District elections.

#### **5. RESOURCE IMPLICATIONS**

- 5.1 The designation of any additional polling places will have financial implications in relation to the hire of premises and polling staff costs on election day. The proposals identify two additional polling stations, which at the time of an election in the appropriate Wards would have an estimated additional total cost of approximately £1,200. Any additional costs would only fall to the District Council at the time of any District Council election or by-election.

## **6. RISK AND MITIGATION**

- 6.1 None arising from this report. There is a risk that we may not secure sufficient polling stations to satisfy requirements for the effective management of an election. This risk has been mitigated by the early resolution of issues relating to the selection and agreement for use.

## **7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT**

- 7.1 There are no direct diversity implications arising from this report however it is essential that the determination of polling districts and places is consistent with the principle of ensuring fair and equitable access to democratic processes. Due regard must be given to accessibility of polling stations which has been built into the process of this review. The Legal and Democratic Services Equality Impact Assessment has also taken these issues into consideration.

## **8. CRIME AND DISORDER IMPLICATIONS**

- 8.1 None arising from this report.

## **9. COMMENTS OF FINANCIAL SERVICES**

- 9.1 The proposals, if implemented, will have financial implications in relation to additional hire and staffing costs at the time of district elections which will be held in 2015. There would be no immediate budget implications except in the event of a district by-election.

## **10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES**

- 10.1 This review of polling districts and polling places is a legal requirement under section 18 of the Representation of the People Act 1983 (as amended by the Electoral Administration Act 2006) and associated regulations, the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006.

## **11. COMMENTS OF OTHER RELEVANT SERVICES**

None

## **12. APPENDICES:**

- **Appendix 1 – Schedule of Final Proposals for Polling Districts and Polling Places**
- **Appendix 2 – Summary of Representations Received**

**SOUTH KESTEVEN DISTRICT COUNCIL**  
**SCHEDULE OF FINAL PROPOSALS FOR POLLING DISTRICTS AND POLLING PLACES**  
**GRANTHAM AND STAMFORD CONSTITUENCY**

WARD	POLLING DISTRICT	AREAS WITHIN POLLING DISTRICT	PROPOSED POLLING STATION
All Saints	HA1 Stamford	The All Saints Ward of Stamford	Children's Centre, Bluecoat Primary School, Green Lane, Stamford PE9 1HE
Aveland	CJ1 Aslackby	Parish of Aslackby & Laughton	Aslackby Village Hall, Bourne Road, Aslackby, Sleaford, NG34 0HJ <b>For the Police &amp; Crime Commissioner elections on 15 November 2012 the Village Hall is not available due to a prior booking and for this election the polling station will be relocated to The Church of St James the Great, Temple Road/Aveland Way, Aslackby, Sleaford, NG34 0HG</b>
Aveland	CK1 Dowsby	Parish of Dowsby	Dowsby Village Hall, Main Road, Dowsby, Bourne, PE10 0TL
Aveland	CL1 Dunsby	Parish of Dunsby	Dunsby Village Hall, The Cross, Dunsby, Bourne, PE10 0UB
Aveland	CM1 Kirkby Underwood	Parish of Kirby Underwood	Kirkby Underwood Village Hall, The Green, Kirkby Underwood, Bourne, PE10 0SE
Aveland	CN1 Pointon	Parish of Pointon & Sempringham	Pointon Village Hall, High Street, Pointon, Sleaford, NG34 0LX
Aveland	CO1 Rippingale	Parish of Rippingale	Rippingale Village Hall, Rippingale, Bourne, PE10 0TA
Belmont	WA1 Loundonhorpe	Part of Parish of Loundonhorpe & Harrowby Without comprising the following streets:- Belvoir Avenue, Bridge End Grove, Bridge End Road, Eastwood Drive, Harrowby Crescent, Hillcrest, Hillside Drive, Meadow End, Oakhurst Close, Pasture Close, Ponton Avenue, Prince Wm of Gloucester Bks, Saltersford Grove, Saltersford Road, Somerby Grove, Somerby Place, Waterworks Lane, Wulfram Drive	The Communal Room, Witham Place, Bridge End Road, Grantham, NG31 6JX
Belmont	WB1 Loundonhorpe	Part of Parish of Loundonhorpe & Harrowby Without comprising the following streets:- Bedford Close, Burleigh Close, Chatsworth Avenue, Church Lane, Crossgill Close, Hall Lane, Harrowby Lane, Heath Farm Lane, Hebden Walk, High Dyke, High Road, Kenilworth Road, Manthorpe, Newgate Lane, Sandringham Drive, Scotney Drive, Turnor Road, Wardour Drive, Windsor Drive, Woburn Drive	Belmont Community Primary School, Harrowby Lane, Grantham, NG31 9LR

WARD	POLLING DISTRICT	AREAS WITHIN POLLING DISTRICT	PROPOSED POLLING STATION
Belmont	WC1 Loundonthorpe	Part of Parish of Loundonthorpe & Harrowby Without comprising the following streets:- Ascot Drive, Belton Lane, Berkshire Drive, Birkdale Close, Braemar Close, Cromer Close, Formby Close, Fulford Close, Ganton Way, Gleneagles, Killarney Close, Lindrick Close, Lytham Close, Montrose Close, Moortown Close, Muirfield, Porthcawl Close, Portrush Drive, Prestwick Close, Seacroft Close, St Andrews, St Georges Way, Sunningdale, The Belfry, Troon Close, Turnberry Close, Walton Heath Close, Wentworth Drive	Belton Lane Community School, Queensway Entrance, Queensway, Grantham, NG31 9PP
Belmont	WD1 Loundonthorpe	Part of Parish of Loundonthorpe & Harrowby Without comprising the following streets:- Alma Park Close, Alma Park Road, Blairgowie Close, Carnoustie Close, Cavendish Way, Coxmoor Close, Fifth Avenue, First Avenue, Fourth Avenue, Hoylake, Ninth Avenue, Polygon Walk, Portmarnock Way, Second Avenue, Seventh Avenue, Sixth Avenue, St Mellion Drive, St Pierre Avenue, Third Avenue, Tom Childs Close, Woodbrook	Belmont Community Primary School, Harrowby Lane, Grantham, NG31 9LR
Bourne East	EA1 Bourne	Part of the East Ward of Bourne comprising the following streets:- Arakan Way, Arnhem Way, Baldwin Grove, Barkston Close, Briar Walk, Bryony Gardens, Charles Close, Cheriton Park, Edinburgh Crescent, Galletly Close, Harrington Street, Kingsway, Kohima Close, Linden Rise, Lonsdale Grove, Mandalay Drive, Maple Gardens, Mill Drove, Mountbatten Way, North Road, Northfields, Oosterbeek Close, Pegasus Grove, Princes Court, Queens Road, Rangoon Way, Richardson Close, Stephenson Way, The Brambles, The Spindles, Wingate Way	Bourne Youth Centre, Queen's Road, Bourne, PE10 9DX
Bourne East	EB1 Bourne	Part of the East Ward of Bourne comprising the following streets:- Abbey Road, Alexandra Terraces, Ancaster Road, Blackthorn Way, Browning Court, Cherry Holt Road, Church View, Church Walk, The Cedars, Delaine Close, Eastgate, George Street, Granby Court, Harvest Court, Hereward Street, Manning Road, Meadow Close, Meadow Drove, Meadowgate, Norman Mews, North Street, Nowells Lane, Potters Close, Recreation Road, South Street, Spalding Road, Stanton Close, Stroud Close, Tannery Close, The Corn Mill, Victoria Place, Wakes Close, Wendover Mews	Meadow Close Communal Room, Meadow Close, Bourne, PE10 9EL  (polling place previously Bourne Abbey C of E Primary School, Abbey Road, Bourne)
Bourne East	EC1 Bourne	Part of current polling district EC1 comprising the following streets:- Abbots Close, Austerby, Austerby Close, Bedehouse Bank, Bishops Close, Burchnell Gardens, Coggles Causeway, Darnes Close, Dorchester Avenue, Drummond Road, Eastgate, Essex Way, Grosvenor Avenue, Heathcote Road, Old Horse Chestnut Lane, Old Oak Place, Owen Court, Shillaker Court, Shipley Close, South Fen Road, South Road (2-62,5-47 & The Manor House), Southfields, St Pauls Gardens, The Slipe, Tunnel Bank Road, Wexford Close, Willoughby Road, Worth Court.	Darby & Joan Hall, South Road, Bourne, PE10 9LY
Bourne East	ED1 Bourne	Part of current polling district EC1 comprising the following streets:- Aintree Way, Ascot Close, Aykroft, Badger Lane, Betjeman Close, Bluebell Way, Brock Crescent, Buttercup Drive, Champion Way, Coleridge Place, Colstfoot Drive, Coppice Way, Cornflower Way, Cowslip Crescent, Cross Lane, Daisy Court, Dog Rose Drive, Doncaster Close, Eagle Road, Elsea Park Way, Falcon Court, Falcon Way, Finn Close, Gilpin Close, Goodwood Drive, Greenacres Drive, Hawk Crescent, Heartsease Way, Heather Court, Holloway Avenue, Iris Gardens, Kestrel Drive,	The Centre @ Elsea Park, 1 Sandown Way, Bourne. (New polling station – previously allocated to Darby & Joan Hall)

WARD	POLLING DISTRICT	AREAS WITHIN POLLING DISTRICT	PROPOSED POLLING STATION
		Leytonstone Lane, Marigold Avenue, McKenzie Court, Merlin Close, Newmarket Avenue, Peregrine Place, Periwinkle Way, Pimpernel Walk, Pond Lane, Poppy Place, Quayside East, Quayside West, Russell Way, Sandown Drive, Setts Green, South Road (49-59), Speedwell Drive, Spindlewood Drive, Springbank Drive, Teasel Drive, Tennyson Drive, The Gables, The Pollards, The Yarde, Tilia Way, Tipler Court, Tully Close, Water Lane, Water-Lily Way, Windle Drive, Wordsworth Grove	
Bourne East	EE1 Bourne (Dyke)	Part of the East Ward of Bourne (Dyke) comprising the following streets: - Barnes Drove, Chapel View, Charlies Yard, Dyke Drove, Main Road, Meadow Drove, Redmile Close, Stubbs Close	Dyke Village Hall, Main Road, Dyke, Bourne, PE10 0AF
Bourne East	EF1 Bourne (Twenty)	Part of the East Ward of Bourne (Twenty) comprising the following streets:- Dyke Drove, Fosters Drove, Milking Nook Drove, North Drove, Spalding Road, Station Road, The Spinney	Twenty Village Hall, Station Road, Twenty PE10 0AZ
Bourne West	EL1 Bourne	Part of the West Ward of Bourne comprising the following streets :- Akeman Close, Beaufort Drive, Beech Avenue (167-171), Berkeley Drive, Brackley Close, Broadlands Avenue, Broadway Close, Burghley Court, Burghley Street, Carholme Close, Cawthorpe, Christophers Lane, Dere Close, Elm Terrace, Ermine Close, Exeter Close, Exeter Court, Exeter Street, Foxley Court, Gladstone Street, Hamilton Close, Hawthorn Road, Lodge Road, Marquess Court, Middleton Gardens, North Road, North Street, Orchard Close, Rochester Court, St Gilberts Road, Stanley Street, Stone Close, Stretham Way, The Retreat, Waterside Close, West Street, Wetherby Close, Wood View	Royal British Legion, 7A Burghley Street, Bourne, PE10 9NS
Bourne West	EM1 Bourne	Part of the West Ward of Bourne comprising the following streets:- Ash Grove, Beech Avenue, Bramley Close, Cedar Drive, Chestnut Way, Edenham Road, Edwin Gardens, Elder Close, Fir Avenue, Forest Avenue, Godiva Crescent, Godwin Close, Hawthorn Road, Hazelwood Drive, Holly Drive, Home Close, Jasmine Close, Kingsley Avenue, Laburnum Close, Larch Close, Lavender Way, Leofric Avenue, Lilac Close, Lodge Road, Mercia Gardens, Oak Crescent, Pinewood Close, Poplar Crescent, Rowan Way, Saffron Walk, Saxon Way, Sharpes Close, Sycamore Close, Thurstan Close, Torfrida Drive, Viking Close, Watling Close, West Road, Westbourne Park, Westminster Lane, Willow Drive, Wisteria Way, Woodland Avenue, Yew Tree Close	Bourne Westfield Primary School, Westbourne Park, Bourne, PE10 9QS
Bourne West	EN1 Bourne	Part of current polling district EN1 comprising the following streets:- Aveland Close, Cecil Close, Churchill Avenue, Coriander Drive, Exeter Gardens, Great Northern Gardens, Harvey Close, Holland Close, Kesteven Way, Lindsey Close, Manor Court, Manor Lane, Ostler Drive, Rosemary Gardens, South Street, St Peters Road, Tarragon Way, Thyme Avenue, West Road, West Street, Westwood Drive	Communal Room, Manor Court, Bourne, PE10 9PP
Bourne West	EO1 Bourne	Part of current polling district EN1 comprising the following streets:- Chepstow Drive, Newbury Crescent, The Gables, The Ridings	The Centre @ Elsea Park, 1 Sandown Way, Bourne. (New polling station – previously allocated to Manor Court Communal Room)

<b>WARD</b>	<b>POLLING DISTRICT</b>	<b>AREAS WITHIN POLLING DISTRICT</b>	<b>PROPOSED POLLING STATION</b>
Earlesfield	SA1 Grantham	Part of the Earlesfield Ward comprising the following streets:- Aire Road, Ambergate Walk, Avon Close, Barrowby Gate, Becketts Close, Beechcroft Road, Brading Avenue, Calder Close, Coles Way, Cowes Road, Derwent Road, Dexter Avenue, Dysart Road, Earlesfield Lane (48-94), East Avenue, Foston Road, Goodliff Road, Heathfield Road, High Meadow, Hill View Close, Hillingford Way, Hodder Close, Kingston Avenue, Medway Avenue, Meres Road, Newport Avenue Oakleigh Road, Ryde Avenue, Shanklin Drive, Shorwell Close, Sportsmans Row, St Helens Close, The Avenue, The Drive, The Grove, Trent Road, Valley Road, Ventnor Avenue, Warmington Avenue, West Avenue, Westbourne Place, Wroxall Drive, Yarmouth Avenue	South Kesteven Table Tennis Centre, Off Trent Road, Grantham, NG31 7XQ  (Previous polling place : Church of the Epiphany, The Grove, Grantham, NG31 7PU)
Earlesfield	SB1 Grantham	Part of the Earlesfield Ward comprising the following streets:- Chestnut Grove, Clyde Court, Colne Court, Earlesfield Lane (19-53), Falcon Court, Gannet Court, Goodliff Close, Goodliff Road (117-159), Gresley Cout, Harby Close, Hawthorne Court, Hickling Close, Hornsby Road, Ivatt Court, Kestrel Court, Kinoulton Court, Larch Close, Lymn Court, Mallard Court, Muston Road, Nene Court, Redmile Walk, Shaw Road, Stathern Walk, Stirling Court, Stour Court, Sturrock Court, Sycamore Court, Tamar Court, Thames Road, Trent Road, Welland Court.	West Grantham Academy, Spitalgate, Trent Road, Grantham, NG31 7XQ
Forest	AA1 Denton	Parish of Denton	Denton CE School, Church Street, Denton, Grantham, NG32 1LG
Forest	AB1 Great Ponton	Parish of Great Ponton	Great Ponton Village Centre, Path via Archers Way, Great Ponton, Grantham, NG33 5DS
Forest	AC1 Wyville/ Hungerton	Parish of Wyville-Cum-Hungerton	Denton CE School, Church Street, Denton, Grantham, NG32 1LG
Forest	AD1 Little Ponton	Parish of Little Ponton & Stroxton	Great Ponton Village Centre, Path via Archers Way, Great Ponton, Grantham, NG33 5DS
Forest	AE1 Woolsthorpe	Parish of Woolsthorpe-by-Belvoir	Woolsthorpe Village Hall, Main Street, Woolsthorpe by Belvoir, Grantham, NG32 1LX
Forest	AF1 Harlaxton	Parish of Harlaxton	Harlaxton Village Hall, 3 Church Street, Harlaxton, Grantham, NG32 1HB
Glen Eden	AK1 Boothby Pagnell	Parish of Boothby Pagnell	Boothby Pagnell Village Hall, Ponton Road, Boothby Pagnell, Grantham, NG33 4DH
Glen Eden	AL1 Bitchfield	Parish of Bitchfield and Bassingthorpe	Boothby Pagnell Village Hall, Ponton Road, Boothby Pagnell, Grantham, NG33 4DH
Glen Eden	AM1 Burton Coggles	Parish of Burton Coggles	Burton Coggles Village Hall, Post Office Lane, Burton-le-Coggles, Grantham, NG33 4JW
Glen Eden	AN1 Corby Glen	Parish of Corby Glen	Methodist Chapel, Station Road, Corby Glen, Grantham, NG33 4NW
Glen Eden	AO1 Edenham	Parish of Edenham	Edenham Village Hall, 44 Church Lane, Edenham, Bourne, PE10 0LS

<b>WARD</b>	<b>POLLING DISTRICT</b>	<b>AREAS WITHIN POLLING DISTRICT</b>	<b>PROPOSED POLLING STATION</b>
Glen Eden	AP1 Irnham	Parish of Irnham	The Griffin Inn, 15 Bulby Road, Irnham, Grantham NG33 4JG
Glen Eden	AQ1 Swayfield	Parish of Swayfield	Swayfield Village Hall, 33 Corby Road, Swayfield, Grantham, NG33 4LQ
Glen Eden	AR1 Swinstead	Parish of Swinstead	Swinstead Village Hall, Bourne Road, Swinstead, Grantham, NG33 4PQ
Grantham St John's	RA1 Grantham	Part of the Grantham St John's Ward comprising the following streets:- Brewery Hill, Commercial Road, Dixon Place, Dysart Road, Elton Place, Fletcher Street, Grantley Street, Great Northern Court, Launder Terrace, London Road, Norton Street, Queen Street, Railway Terrace, Rathkerr Court, Rycroft Street, St John's Court, Station Road, Station Road East, Wharf Road, William Street	Witham Room, Civic Entrance, Council Offices, St Peter's Hill, Grantham, NG31 6PZ
Grantham St John's	RB1 Grantham	Part of the Grantham St John's Ward comprising the following streets:- Alexandra Road, Atlantic Place, Barnwell Terrace, Beck Gardens, Bolsover Road, Bradley Drive, Brick Kiln Place, Buckminster Gardens, Burrows Close, Caunt Road, Cromford Court, Earlesfield Lane, Elvaston Court, Eyam Way, Garnet Mews, Haddon Road, Hardwicke Close, Harlaxton Road, Harris Way, Hartington Close, Hathersage Close, Hudson Way, Huntingtower Road, Kedleston Road, Mayflower Mews, Ormonde Close, Pacey Way, Porter Square, Scarsdale Way, Spitalgate Hill, Springfield Road, Stamford Street, Sudbury Road, Tilling Close, Tissington Road, Victoria Street, Walton Gardens, Wessington Court, Wilks Road, Wingfield Court, Yeldersley Court	Extended Provision Building, Huntingtower Community Primary School, Huntingtower Road, Grantham, NG31 7AU
Grantham St John's	RC1 Grantham	Part of the Grantham St John's Ward comprising the following streets:- Belvoir Avenue, Cheveley Park, Denton Avenue, Denton Close, Gorse Lane, Harlaxton Road, Hunt Lea Avenue, Kitty Briggs Lane, Montgomery Close, Rosemary Crescent, Welwyn Close, Westside Avenue, Wyville Road	Walton Girls' High School, Kitty Briggs Lane, Off Harlaxton Road, Grantham, NG31 7JR
Green Hill	TA1 Grantham	The Green Hill Ward	Newton House Care Home, 148 Barrowby Road, Grantham NG31 8AF
Greyfriars	TK1 Grantham	Part of the Greyfriars Ward comprising the following streets:- Applewood Drive, Arnold Avenue, Arnoldfield Court, Ashley Drive, Beaumont Drive, Bell Close, Birchwood Close, Bramblewood Close, Briarwood Close, Broomwood Close, Cambrian Close, Cedarwood Close, Cherrywood Drive, Cheviot Close, Chiltern Close, Cliffe Road, Cochran Close, Cotswold Drive, Gonerby Court, Gonerby Hill Foot, Gonerby Road, Grantham Road, Hazelwood Drive, Hollywood Close, Kimberley Terrace, Kings Gardens, Ladysmith Terrace, Lilacwood Drive, Lynden Avenue, Malim Way, Malting Cottages, Maltings Lane, Malvern Drive, Maplewood Close, Mendip Close, New Road, Ogden Square, Orangewood Close, Orchard Close, Ostler Close, Palmwood Close, Peachwood Close, Pinewood Drive, Pretoria Road, Rowanwood Drive, Stephenson Avenue, Swallows Close, The Haverlands, Vale Road, Vernon Avenue, Vivian Close, Webster Way	Gonerby Hill Foot School, Gonerby Hill Foot, Grantham, NG31 8HQ
Greyfriars	TL1	Part of the Greyfriars Ward comprising the following streets:- Agnes	Witham Room, Civic Entrance, Council Offices,

<b>WARD</b>	<b>POLLING DISTRICT</b>	<b>AREAS WITHIN POLLING DISTRICT</b>	<b>PROPOSED POLLING STATION</b>
	Grantham	Street, Avenue Road, Barrowby Road, Bath Street, Castlegate, Conduit Lane, Drakes Court, East Street, Elmer Street North, Elmer Street South, Finkin Street, George Street, Greyfriars, Grove End Road, High Street, Market Place, Michelan House Guildhall Street, Montanari Court, Mount Street, North Parade, North Street, Priory Court, Riverside, Russell Read Almshouses Bluegate, St Peters Hill, The Grange, The Market Place, The Waterfront Welham Street, Union Street, Vine Street, Wallwork Mews, Watergate, Welby Street, Welham Street, Westgate, Wharf Road	St Peter's Hill, Grantham, NG31 6PZ
Harrowby	VA1 Grantham	Part of the Harrowby Ward comprising the following streets:- Burns Close, Byron Avenue, Canberra Crescent, Canterbury Close, Christchurch Road, Dickens Road, Dryden Close, Edinburgh Road, Elliot Close, Goldsmith Road, Hamilton Road, Harrowby Lane, John Foster Close, Keats Avenue, Melbourne Road, Pickworth Close, Princess Drive (99-141), Purcell Close, Queensway, Rossetti Court, Shakespeare Avenue, Tennyson Avenue, Wordsworth Close	Communal Room, Canterbury Close, Grantham, NG31 9RE
Harrowby	VB1 Grantham	Part of the Harrowby Ward comprising the following streets:- Acorn Close, Almond Grove, Ash Grove, Belton Lane, Cornwall Close, Elsie Davies Close, Granta Crescent, Green Lane, Hamilton Road, Harrowby Mill Lane, Hobart Road, Mill Close, Princess Drive, Queensway	Belton Lane Community School (Queensway entrance), Queensway, Grantham, NG31 9PP
Harrowby	VC1 Grantham	Part of the Harrowby Ward comprising the following streets:- Aviary Close, Belmont Grove, Belton Gardens, Belton Lane, Central Place, Chandos House, Chaucer Close, Ermine Close, Gorse Rise, Gorse Road, Harrowby Lane, Hill Avenue, Jubilee Avenue, Kipling Close, Laburnum Close, Moat Walk, New Beacon Road, Regency Gardens, Shakespeare Avenue, Sharpe Road, Shelley Avenue, Signal Road, Tennyson Avenue, Uplands Drive	Communal Room, Central Place, Grantham, NG31 9NX
Harrowby	VD1 Grantham	Part of the Harrowby Ward comprising the following streets:- Belton Avenue, Belton Grove, Belton Lane, Cottesmore Close, Elm Grove, Harrowby Close, Harrowby Lane, Lime Grove, The Orchards, Tyson Close	Communal Room, Belton Avenue, Grantham, NG31 9QR
Hillsides	DJ1 Braceborough	Parish of Braceborough and Wilsthorpe	Braceborough & Wilsthorpe Village Hall, Braceborough, Stamford, PE9 4NT
Hillsides	DK1 Careby	Parish of Careby, Aunby & Holywell	Little Bytham Village Hall, Little Bytham, Grantham, NG33 4QJ
Hillsides	DL1 Carlby	Parish of Carlby	Carlby Village Hall, High Street, Carlby, Stamford, PE9 4LX
Hillsides	DM1 Counthorpe	Parish of Counthorpe & Creton	Little Bytham Village Hall, Little Bytham, Grantham, NG33 4QJ
Hillsides	DN1 Greatford	Parish of Greatford	Greatford Village Hall, Carlby Road, Greatford, Stamford, PE9 4PR
Hillsides	DO1 Little Bytham	Parish of Little Bytham	Little Bytham Village Hall, Little Bytham, Grantham, NG33 4QJ
Hillsides	DP1 Toft	Parish of Toft & Lound with Manthorpe	Witham-on-the-Hill Parish Hall, Main Street, Witham-on-the-Hill, Bourne, PE10 0JH

WARD	POLLING DISTRICT	AREAS WITHIN POLLING DISTRICT	PROPOSED POLLING STATION
Hillsides	DQ1 Witham-on-the-Hill	Parish of Witham-on-the-Hill	Witham-on-the-Hill Parish Hall, Main Street, Witham-on-the-Hill, Bourne, PE10 0JH
Isaac Newton	BA1 Colsterworth	Parish of Colsterworth	Colsterworth C of E Primary School, Back Lane, Colsterworth, Grantham, NG33 5NJ
Isaac Newton	BB1 Easton	Parish of Easton	St Andrew & St Mary's Church, Village Street, Stoke Rochford, Grantham, NG33 5EB
Isaac Newton	BC1 Gunby / Stainby	Parish of Gunby and Stainby	Colsterworth C of E Primary School, Back Lane, Colsterworth, Grantham, NG33 5NJ
Isaac Newton	BD1 Skillington	Parish of Skillington	The Methodist Chapel, Skillington, Grantham, NG33 5HB
Isaac Newton	BE1 Stoke Rochford	Parish of Stoke Rochford	St Andrew & St Mary's Church, Village Street, Stoke Rochford, Grantham, NG33 5EB
Lincrest	BP1 Braceby	Parish of Braceby & Sapperton	Ropsley Village Hall, Braceby Road, Ropsley, Grantham, NG33 4BN (Previous polling place : Ropsley C of E Primary School, School Lane, Ropsley)
Lincrest	BQ1 Heydour	Parish of Heydour	Heydour Parish Hall, Green Lane, Aisby, Grantham, NG32 3NE <b>A new Parish Hall will be built on the site of the existing hall subject to funding approval. In this event the premises will be unavailable for use as a polling station whilst the new hall is being built. The proposal would be to relocate on a temporary basis to the Houblon Arms Public House, Oasby.</b>
Lincrest	BR1 Old Somerby	Parish of Old Somerby	The Conservatory, Fox & Hounds Public House, Grantham Road, Old Somerby, Grantham, NG33 4AB
Lincrest	BS1 Ingoldsby	Parish of Ingoldsby	Ingoldsby Village Hall, Main Street, Ingoldsby, Grantham, NG33 4EJ
Lincrest	BT1 Lenton	Parish of Lenton, Keisby & Osgodby	Ingoldsby Village Hall, Main Street, Ingoldsby, Grantham, NG33 4EJ
Lincrest	BU1 Ropsley	Parish of Ropsley & Humby	Ropsley Village Hall, Braceby Road, Ropsley, Grantham, NG33 4BN (Previous polling place : Ropsley C of E Primary

WARD	POLLING DISTRICT	AREAS WITHIN POLLING DISTRICT	PROPOSED POLLING STATION
			School, School Lane, Ropsley)
Lincrest	BV1 Pickworth	Parish of Pickworth	Pickworth Village Hall, Village Street, Pickworth, Sleaford, NG34 0TD
Lincrest	BW1 Welby	Parish of Welby	The Crown & Anchor Public House, Main Street, Welby, Grantham, Ng32 3LP
Morkery	BJ1 Castle Bytham	Parish of Castle Bytham	Castle Bytham Village Hall, Pinfold Road, Castle Bytham, Grantham, NG33 4RG
Morkery	BK1 North Witham	Parish of North Witham	North Witham Village Hall, North Witham, Grantham, NG33 5JY
Morkery	BL1 South Witham	Parish of South Witham	Children's Centre, South Witham Primary School, Water Lane, South Witham, Grantham, NG33 5PH
Ringstone	DA1 Haconby	Parish of Haconby	The Hare and Hounds Public House, 2 West Road, Haconby, Bourne, PE10 0UZ
Ringstone	DB1 Morton	Parish of Morton & Hanthorpe	Morton (Bourne) Village Hall, High Street, Morton, Bourne, PE10 0NR
St Anne's	QA1 Grantham	Part of the St Anne's Ward comprising the following streets:- Barrack Square, Beacon Lane, Bellwood Gardens, Brisson Close, Brittain Drive, Hall Drive, Hill Avenue, Kenwick Drive, Kintore Drive, New Beacon Road, Range Road, Riverside Walk, Sandon Close, Sandon Road, Southlands Drive, St Catherine's Road, Stonebridge Road, Turnor Crescent, Twyford Gardens, Woodlands Drive, Wyndham Close.	Communal Room, Sandon Cose, Grantham, NG31 9AX
St Anne's	QB1 Grantham	Part of the St Anne's Ward comprising the following streets:- Blenheim Way, Bridge End Road, Bridge Street, Cecil Street, Cold Harbour Lane, Croft Drive, Dudley Road, Granville Street, Halls Hill, Harrowby Road, Hillside Crescent, Hillside Drive, Lancaster Gardens, Oakhurst Close, St Annes Street, St Catherines Road, St Vincents Road, Stonemasons Court, Stuart Street, Toll Bar Road, Wellington Drive.	St Anne's CE Primary School, Harrowby Road, Grantham, NG31 9ED
St Anne's	QC1 Grantham	Part of the St Anne's Ward comprising the following streets:- Albert Street, Anson Close, Bridge End Grove, Bridge End Road, Edward Street, Fircroft, Holly Close, Houghton Road, London Road, Meadow End, Mill Drive, Mill House Drive, Nottingham Terrace, Primrose Way, Regents Court, Saltersford Grove, Somerby Grove, South Parade, Witham Place.	Communal Room, Witham Place, Bridge End road, Grantham, NG31 6JX
St Anne's	QD1 Grantham	Part of the St Anne's Ward comprising the following streets:- Cambridge Street, Clifton Court, College Street, Eton Street, Harrow Street, London Road, Newton Street, Oxford Street, Rugby Court, St Catherines Road, Trinity Mews, University Court, Welby Everard Court	Witham Room, Civic Entrance, Council Offices, St Peter's Hill, Grantham, NG31 6PZ
St George's	GA1 Stamford	Part of the St George's Ward of Stamford comprising the following streets:- Alexandra Road, Bain Close, Cheshire Close, Christ Church Close, Drift Road, Emlyns Street, Fane Close, Glen Crescent, Green Lane, Holland Road,	Stamford Free Church, Kesteven Road, Stamford, PE9 1SU

WARD	POLLING DISTRICT	AREAS WITHIN POLLING DISTRICT	PROPOSED POLLING STATION
		Irnham Road, Kesteven Road, Kings Road, Lincoln Road, Lindsey Road, Masterton Close, Masterton Road, New Cross Road, Princes Road, Queens Street, Somerby Close, South View Terrace, Willoughby Road, Witham Close	
St George's	GB1 Stamford	Part of the St George's Ward of Stamford comprising the following streets:- Armley Grove, Back Path, Bentley Street, Berkeley Court, Berrybut Way, Blackstones Court, Browne House, Burghley Court, Coalville Cottages, Conduit Road, Doughty Street, Drift Avenue, Drift Gardens, Drift Road, East Street, Edmonds Close, Emlyns Gardens, Hillary Close, Lincoln Road, Losecoat Close, Melbourne Road, New Cross Road, New Street, Northfields Court, Recreation Ground Road, Rutland Road, Ryhall Road, St Georges Avenue, St Pauls Street, Stanley Street, Sunny Bank, Swanson House, The Close, Trafalgar Terrace, Turnpole Close, Vine Street, Whitefriars, Woodhead Close	Communal Room, Edmonds Close, Stamford, PE9 1XE
St Mary's	JA1 Stamford	Part of the St Mary's Ward of Stamford comprising the following streets:- All Saints Mews, All Saints Place, Austin Friars Lane, Austin Street, Barn Hill, Barn Hill Mews, Bath Row, Broad Street, Casterton Road, Chapel Court, Clare Close, Cliff Crescent, Cliff Road, Eight Acres, Empingham Road, Foundry Court, Foundry Road, Harcourt Terrace, Kings Mill Lane, Little Casterton Road, New Cross Road, Newboults Lane, Newcomb Court, North Street, Northumberland Avenue, Orchard Close, Orchard Road, Petergate, Queens Walk, Radcliffe Close, Radcliffe Road, Rock Court, Rock House Gardens, Rock Road, Rock Terrace, Roman Bank, Rutland Terrace, Scotgate, Stotneys Place, Sheepmarket, Sherwood Close, St Clements, St John's Terrace, St Peters Court, St Peters Hill, St Peters Street, St Peters Terrace, St Peters Vale, The Hermitage, Tinwell Road, Torkington Gardens, Warrenne Keep, West Street, West Street Gardens	Communal Room, Clare Close, Stamford, PE9 2QA
St Mary's	JB1 Stamford	Part of the St Mary's Ward of Stamford comprising the following streets:- Abbots Close, Adelaide Gardens, Adelaide Street, Albert Road, All Saints Street, Axiom Court, Back Lane, Barnack Road, Barons Way, Bath Row, Belton Gardens, Belton Street, Blackfriars Street, Brazenose Lane, Broad Street, Brownlow Quay, Brownlow Street, Brownlow Terrace, Burghley Lane, Castle Street, Castledyke, Cecil Court, Cherry Holt Road, Cheyne Lane, Church Court, Church Lane, Church Street, Danegeld Place, Daniel Court, Duncombs Yard, East Street, Elm Street, Fryers Callis, Garratt Road, Gas Lane, Goldsmiths Lane, Gresley Drive, Hanover Court, High Street, Ironmonger Street, Kettering Road, Lady Romaine Close, Lamberts Mews, Lumbys Terrace, Maiden Lane, Mallard Court, Mallory Lane, Milners Court, Olde Barn Passage, Park Lane, , Park View, Pauley's Court, Phillips Court, Pinfold Lane, Priory Gardens, Priory Road, Red Lion Square, Red Lion Street, Reedmans Court, Riverside Place, Ryhall Road, Saxon Court, Seaton Road, Sheepmarket, St Georges Square, St Georges Street, St Georges Terrace, St John's Street, St Leonards Street, St Martin's Close, St Marys Hill, St Marys Passage, St Marys Place, St Marys Street, St Pauls Street, Star Lane, Star Lane Mews, Station Road, Tenter Court, The Croft, Uffington Road, Water Street, Welland Mews, Wellington Lane, Wharf Road, Woodside, Wothorpe Mews, Wothorpe Road	Stamford Arts Centre, 27 St Mary's Street, Stamford, PE9 2DL
St	UA1	Part of the St Wulfram's Ward comprising the following streets:-	Cliffedale Primary School, Northcliffe Road,

<b>WARD</b>	<b>POLLING DISTRICT</b>	<b>AREAS WITHIN POLLING DISTRICT</b>	<b>PROPOSED POLLING STATION</b>
Wulfram's	Grantham	Abbeydale Crescent, Bishopdale Close, Dale Road, Darley Dale Crescent, Dovedale Close, Eskdale Road, Farndale Crescent Hatcliffe Close, Hawksdale Close, Highcliffe Road, Kingscliffe Road, Langdale Crescent, Langford Gardens, Longcliffe Road, Manthorpe Road, Meadowdale Crescent, Mossdale Close, Northcliffe Road, Oakdale Close, Peascliffe Drive, Progress Way, Ravendale Close, Redcliffe Road, Rushcliffe Road, Sandcliffe Road, Teesdale Road, Wensleydale Close, Westerdale Road, Willowdale Court	Grantham, NG31 8DP
St Wulfram's	UB1 Grantham	Part of the St Wulfram's Ward comprising the following streets:- Albion Place, Albion Road, Albion Street, Alford Street, Bluegate, Broad Street, Brook Street, Brownlow Street, Castlegate, Chambers Street, Church Street, Elmer Street North, Gladstone Terrace, Kesteven Court, Lodge Way, Manners Street, Manthorpe Road, New Street, North Parade, Park Road, Premier Court, Prospect Place, Redcross Street, Sidney Street, Slate Mill Place, St Wulframs Court, Swinegate, The Slate Mill, Vine Street, Watergate, Welby Gardens.	Communal Room, Manners Street, Grantham, NG31 8AR
Stamford St John's	KA1 Stamford	The St John's Ward of Stamford	Malcolm Sargent Primary School, Empingham Road, Stamford, PE9 2SR
Thurlby	FA1 Thurlby	The Parish of Thurlby	Methodist School Room, High Street, Thurlby, Bourne, PE10 0ED
Toller	CA1 Billingborough	Parish of Billingborough	Billingborough Village Hall, Chapel Street, Billingborough, Sleaford, NG34 0QH
Toller	CB1 Folkingham	Parish of Folkingham	Folkingham Village Hall, Junction of Spring Lane/Market Place, Folkingham, Sleaford, NG34 0SE
Toller	CC1 Horbling	Parish of Horbling	Horbling Meeting Room, Spring Lane, Horbling, Sleaford, NG34 0PF
Truesdale	LA1 Barholm	Parish of Barholm & Stowe	Greatford Village Hall, Carlby Road, Greatford, Stamford, PE9 4PR
Truesdale	LB1 Baston	Parish of Baston	Baston C of E School, 103a Main Street, Baston, Peterborough, PE6 9PB
Truesdale	LC1 Langtoft	Parish of Langtoft	Langtoft Village Hall, 26, West End, Langtoft, Peterborough, PE6 9LS
Truesdale	LD1 Tallington	Parish of Tallington	Tallington Village Hall, Main Road, Tallington, Stamford, PE9 4RP
Truesdale	LE1 Uffington	Parish of Uffington	Uffington Village Hall, Main Road, Uffington, Stamford, PE9 4SN

**SOUTH KESTEVEN DISTRICT COUNCIL**  
**SCHEDULE OF FINAL PROPOSALS FOR POLLING DISTRICTS AND POLLING PLACES**  
**SLEAFORD AND NORTH HYKEHAM CONSTITUENCY**

<b>WARD</b>	<b>POLLING DISTRICT</b>	<b>AREAS WITHIN POLLING DISTRICT</b>	<b>PROPOSED POLLING STATION</b>
Barrowby	PB2 Barrowby	Parish of Barrowby	The Reading Room, Church Street, Barrowby, Grantham, NG32 1BX
Ermine	OA2 Ancaster	Parish of Ancaster	Ancaster Parish Hall, Ermine Street, Ancaster, Grantham, NG32 3PP
Ermine	OB2 Barkston	Parish of Barkston	Barkston & Syston Village Hall, Main Road, Barkston, Grantham, NG32 2NH
Ermine	OC2 Belton & Manthorpe	Parish of Belton & Manthorpe	Manthorpe Playgroup Hall, Low Road, Manthorpe, Grantham, NG32 8NQ
Ermine	OD2 Syston	Parish of Syston	Barkston & Syston Village Hall, Main Road, Barkston, Grantham, NG32 2NH
Heath	NJ2 Caythorpe	Parish of Caythorpe	Caythorpe Children's Centre, High Street, Caythorpe, Grantham, NG32 3DR
Heath	NK2 Fulbeck	Parish of Fulbeck	Fulbeck Village Hall, Lincoln Road, Fulbeck, Grantham, NG32 3JW
Loveden	NA2 Carlton Scroop	Parish of Carlton Scroop	Carlton Scroop Village Hall, Newark Lane, Carlton Scroop, Grantham, NG32 3AR
Loveden	NB2 Claypole	Parish of Claypole	Claypole New Hall, Claypole CE Primary School, School Lane, Claypole, Newark NG23 5BH
Loveden	NC2 Fenton	Parish of Fenton	Stubton Village Hall, Fenton Road, Stubton, Newark NG23 5DB
Loveden	ND2 Honington	Parish of Honington	Carlton Scroop Village Hall, Newark Lane, Carlton Scroop, Grantham, NG32 3AR
Loveden	NE2 Hough	Parish of Hough-on-the-Hill	Manor Farm Barn, Folly Lane, Hough-on-the-Hill, Grantham, NG32 2BA
Loveden	NF2 Normanton	Parish of Normanton	Carlton Scroop Village Hall, Newark Lane, Carlton Scroop, Grantham, NG32 3AR
Loveden	NG2 Stubton	Parish of Stubton	Stubton Village Hall, Fenton Road, Stubton, Newark NG23 5DB

<b>WARD</b>	<b>POLLING DISTRICT</b>	<b>AREAS WITHIN POLLING DISTRICT</b>	<b>PROPOSED POLLING STATION</b>
Peascliffe	PA2 Great Gonerby	Parish of Great Gonerby	St. Sebastian's C of E Primary School, High Street, Great Gonerby, Grantham, NG31 8LB
Saxonwell	NS2 Long Bennington	Parish of Long Bennington	Long Bennington Village Hall, Main Road, Long Bennington, Newark NG23 5DJ
Saxonwell	NT2 Dry Doddington	Parish of Westborough and Dry Doddington	Dry Doddington Village Hall, Main Street, Dry Doddington, Newark NG23 5HU
Saxonwell	NU2 Westborough	Parish of Westborough and Dry Doddington	Westborough Village Hall, Westborough, Newark NG23 5HL
Witham Valley	OK2 Allington	Parish of Allington	Allington Village Hall, Side Street, Allington, Grantham, NG32 2DZ
Witham Valley	OL2 Foston	Parish of Foston	Foston Village Hall, Church Street, Foston, Grantham, NG32 2LG
Witham Valley	OM2 Hougham	Parish of Hougham	Hougham & Marston Village Hall, Frinkley Lane, Hougham, Grantham, NG32 2JA
Witham Valley	ON2 Marston	Parish of Marston	Hougham & Marston Village Hall, Frinkley Lane, Hougham, Grantham, NG32 2JA
Witham Valley	OO2 Sedgebrook	Parish of Sedgebrook	Sedgebrook Social Club, Abbey Lane, Sedgebrook, Grantham, NG32 2EY

**SOUTH KESTEVEN DISTRICT COUNCIL**  
**SCHEDULE OF FINAL PROPOSALS FOR POLLING DISTRICTS AND POLLING PLACES**  
**SOUTH HOLLAND AND THE DEEPINGS CONSTITUENCY**

<b>WARD</b>	<b>POLLING DISTRICT</b>	<b>AREAS WITHIN POLLING DISTRICT</b>	<b>PROPOSED POLLING STATION</b>
Deeping St James	LS3 Deeping St James	Part of the Deeping St James parish comprising the following streets:- Allen Close, Blackthorn Close, Bluebells, Braeburn Road, Bryony Way, Burchnall Close, Buttercup Court, Champion Drive, Cowslip Drive, Crowson Way, Curlew Walk, Darbyshire Close, Elm Close, Fen Field Mews, Feneley Close, Foxgloves, Fraser Close, Hall Meadow Road, Horsegate, Horsegate Farm Close, Kesteven Close, Knight Close, Lady Margarets Avenue, Lark Rise, Linchfield Close, Linchfield Road, Linnet Close, Marigolds, Meadow Road, Panton Close, Pawlett Close, Pendlebury Drive, Primroses, Sewell Close, Sorrel Close, Spalding Road, Speedwell Court, St Vincents Close, Swallow Walk, Sweet Close, Swift Close, Teasles, Thackers Way, The Brambles, The Lees, Towning Close, Wade Park Avenue	Deeping Community Centre, 2 Douglas Road, Market Deeping, Peterborough, PE6 8SX
Deeping St James	LT3 Deeping St James	Part of the Deeping St James Parish comprising the following streets:- Abel close, Apple Tree Close, Ascendale, Back Lane, Barrons Farm Road, Bell Lane, Benedict Court, Bridge Street, Broadgate Lane, Brownlow Drive, Burghley Close, Cartmel Court, Church Street, Churchfield Close, Churchgate, Cranmore Road, Crowfields, Crowland Road, Eastgate, Frognall, Hereward Way, Holly Way, Horsegate, Lindsey Court, Locks Close, Manor House Court, Manor Way, Millfield Road, New Row, Old Priory Farm, Orchard Close, Park Estate, Park Road, Priory Close, Riverbank Close, Rycroft Avenue, Rycroft Close, Spalding Road, St James Mews, Station Road, Stephens Way, Stowgate Road, The Parslins, Tooley Way, Tyron Court, Tudor Place, Tyghes Close, Waterton Close, Welland Way	Deeping St James CP School, Hereward Way, Deeping St. James PE6 8PZ
Market and West Deeping	LG3 Market Deeping	Market Deeping comprising the following streets:- Althorpe Close, Belton Close, Belvoir Close, Bridge Foot, Burnside Avenue, Cedar Close, Chatsworth Close, Church Street, Cromwell Way, Deene Close, Dovecote Road, Forge Court, Green Walk, Grimsthorpe Close, Halfleet, Hall Farm, Holland Chase, Kesteven Drive, Lamport Close, Lime Tree Avenue, Lincoln Close, Lindsey Avenue, Maxey Close, Meadway, Millfield Road, Northfield Road, Osbourne Way, Park Drive, Petworth Close, Prestland, Rockingham Close, Sandringham Way, St Guthlac Avenue, Stamford Close, Stamford Road, Tattershall Drive, The Acorns, The Avenue, The Blades, The Hawthornes, The Paddock, The Woodlands, Towngate East, Towngate West, Woburn Close, Woodcroft Close	The Green School, Church Street, Market Deeping, PE6 8DA

Market and West Deeping	LH3 Market Deeping	Market Deeping comprising the following streets:- Anson Court, Beaufort Avenue, Beech Close, Black Prince Avenue, Bramley Road, Charter Avenue, Cherry Grove, Chestnut Way, Church Street, Clover Road, Courtfields, Curlew Walk, Deeping St Nicholas, Dixons Road, Douglas Road, Eastfield, Elm Close, Florence Way, Glebe View, Godsey Crescent, Godsey Lane, Hawthorn Close, High Street, Joan Wake Close, John Eve Way, Kingsgate, Lady Margarets Avenue, Lancaster Way, Langtoft, Fen, Lark Rise, Market Place, Meadow Road, Nightingales, Northfield road, Oak Grove, Outgang Road, Princess Grove, Queens Avenue, Robin Close, Rosemary Avenue, Shackleton Close, Still Close, Thackers Way, The Granary, The Grove, The Meadows, The Orchard, The Pasture, The Spinney, Thyme Avenue, Towngate East, Wade Park Avenue, Wellington Way, Willoughby Avenue, Wren Close	Deeping Community Centre, 2 Douglas Road, Market Deeping PE6 8SX
Market and West Deeping	LI3 – West Deeping	Parish of West Deeping	West Deeping Village Hall, King Street, West Deeping PE6 9HP

**SOUTH KESTEVEN DISTRICT COUNCIL  
REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2011/12**

**SUMMARY OF REPRESENTATIONS RECEIVED DURING CONSULTATION PERIOD**

GRANTHAM AND STAMFORD CONSTITUENCY

<p><b>ALL SAINTS WARD – The All Saints Ward of Stamford</b></p> <p>No comments received</p>
<p><b>AVELAND WARD – Parishes of Aslackby &amp; Laughton, Dowsby, Dunsby, Kirkby Underwood, Pointon &amp; Sempringham and Rippingale</b></p> <p>No comments received</p>
<p><b>BELMONT WARD – Parish of Londonthorpe &amp; Harrowby Without</b></p> <p>No comments received</p>
<p><b>BOURNE EAST WARD – East Ward of Bourne</b></p> <p><u>Comments received:</u>  <u>Bourne Town Council</u> - believes that more polling stations are needed in Bourne, especially in view of development in Elsea Park and surrounding areas. Part of Elsea Park belongs to the West and part to the East Ward. There are more than 1,000 houses in the southern sector of the town. Meadow Close could be used. Availability in all other directions should also be looked at. Many people from the far north, south, east and west of the town have to travel quite a distance to their allocated station and some stations have excessive numbers of users. Bourne Westfield Primary School has been used as a double polling station.</p> <p><u>Elsea Park Community Trust</u> – from early 2012 the Community Centre at Elsea Park will be completed. This is a purpose built centre with large hall and a meeting room. The facilities lend themselves for use as a polling station and serve a large number of residents in this new development area.</p> <p><u>RO comments:</u>  It is proposed that the following changes be made to the polling arrangements for the Bourne East Ward:</p> <ul style="list-style-type: none"> <li>• Polling District EC1 to be split to create two separate polling districts with approximately 1,200 electors allocated to the current polling station of the Darby &amp; Joan Hall and approximately 1,700 electors to be allocated to the centre at Elsea Park;</li> <li>• The polling station previously allocated to Bourne Abbey C of E Primary School on Abbey Road be relocated to the Communal Room, Meadow Close. This change is proposed as a result of accessibility and parking issues at the Bourne Abbey School experienced at the 2010 and 2011 elections</li> </ul>

<p><b>BOURNE WEST WARD – West Ward of Bourne</b></p> <p><u>Comments received :</u>  <u>Bourne Town Council</u> believes that more polling stations are needed in Bourne, especially in view of development in Elsea Park and surrounding areas. Part of Elsea Park belongs to the West and part to the East Ward. There are more than 1,000 houses in the southern sector of the town. Meadow Court could be used. Availability in all other directions should also be looked at. Many people from the far north, south, east and west of the town have to travel quite a distance to their allocated station and some stations have excessive numbers of users. Bourne Westfield Primary School has been used as a double polling station.</p> <p><u>Elsea Park Community Trust</u> – from early 2012 the Community Centre at Elsea Park will be completed. This is a purpose built centre with large hall and a meeting room. The facilities lend themselves for use as a polling station and serve a large number of residents in this new development area.</p> <p><u>RO comments:</u>  The Elsea Park development crosses the East and West Wards of Bourne. The development in the West Ward is at relatively early stages and currently only 75 electors are registered in this part of the development. However this number is expected to grow rapidly and therefore it is felt appropriate that electors in this area are given the opportunity to vote at a more convenient location. It is proposed that the following changes be made to the polling arrangements for the Bourne West Ward :</p> <ul style="list-style-type: none"> <li>• Polling District EN1 to be split to create two separate polling districts with approximately 900 electors allocated to the current polling station at Manor Court Communal Room and an additional polling station created at the centre at Elsea Park to accommodate voters in the Elsea Park development.</li> </ul>
<p><b>EARLESFIELD WARD – Earlesfield Ward of Grantham</b></p> <p>No comments received</p>
<p><b>FOREST WARD – Parishes of Denton, Great Ponton, Wyville-Cum-Hungerton, Little Ponton &amp; Stroxton, Woolsthorpe-by-Belvoir and Harlaxton</b></p> <p>No comments received</p>
<p><b>GLEN EDEN WARD – Parishes of Boothby Pagnell, Bitchfield &amp; Bassingthorpe, Burton Coggles, Corby Glen, Edenham, Irnham, Swayfield and Swinstead</b></p> <p>No comments received</p>
<p><b>GRANTHAM ST JOHN’S WARD – St John’s Ward of Grantham</b></p> <p>No comments received</p>
<p><b>GREEN HILL WARD – Green Hill Ward of Grantham</b></p> <p>No comments received</p>

<p><b>GREYFRIARS WARD – Greyfriars Ward of Grantham</b></p> <p>No comments received</p>
<p><b>HARROWBY WARD – Harrowby Ward of Grantham</b></p> <p>No comments received</p>
<p><b>HILLSIDES WARD – Parishes of Braceborough &amp; Wilsthorpe, Careby, Aunby &amp; Holywell, Carby, Couthorpe &amp; Creton, Greatford, Little Bytham, Toft &amp; Lound with Manthorpe, and Witham-on-the-Hill</b></p> <p><u>Comments received:</u>  <u>Braceborough &amp; Wilsthorpe Parish Council</u> – happy with both the polling districts, in particular Braceborough Village Hall being used as the polling place for Braceborough and Wilsthorpe. It has easy access for disabled, heat, toilets and adequate parking.</p> <p>Comments noted; no change proposed</p>
<p><b>ISAAC NEWTON WARD – Parishes of Colsterworth, Easton, Gunby &amp; Stainby, Stoke Rochford, Skillington</b></p> <p><u>Comments received:</u>  <u>Governing Body of Colsterworth Primary School</u> – disappointed that the school continues to be used as polling station when the village hall provides a viable alternative and offers better access, more suitable parking options and would ensure that the school could operate normally on polling day.</p> <p><u>Colsterworth and District Parish Council</u> – suggest that the village hall is considered as an alternative to the school, or the St John the Baptist Church located on the High Street which is more central to the village than the village hall.</p> <p><u>RO comments :</u>  The village hall is situated outside of the Colsterworth village centre, a substantial distance away from the majority of electors. The village hall does have excellent car parking facilities however the pedestrian access from Colsterworth village is via a long path which is steep in places and does not provide good access for disabled or elderly voters. The access is not as good as at present with the use of the primary school. Consideration has also been given to the forthcoming Police Commissioner election, which will be held in November and the implications for pedestrian access at that time of the year.</p> <p>Recommendation – No change  It is recommended to continue to use Colsterworth Primary School as the polling place for the Colsterworth and Gunby/Stainby polling districts</p>
<p><b>LINCREST WARD – Braceby &amp; Sapperton, Heydour, Old Somerby, Ingoldsby, Lenton, Keisby &amp; Osgodby, Ropsley &amp; Humby, Pickworth and Welby</b></p> <p><u>Comments received:</u>  Comments received regarding the use of Ropsley Church of England Primary School. The following premises were suggested as alternatives:</p>

1. Ropsley Village Hall
2. The Fox's Brush Public House
3. The Green Man Public House

RO Comments: The Village Hall is suitable for use as a polling station and is situated towards the edge of the village but within walking distance for the majority of voters. The village hall offers good access with off-road car parking facilities. It is proposed to relocate the polling station to Ropsley Village Hall.

**MORKERY WARD – Parishes of Castle Bytham, North Witham and South Witham**

No comments received

**RINGSTONE WARD – Parishes of Haconby and Morton & Hanthorpe**

No comments received

**ST ANNE'S WARD – St Anne's Ward of Grantham**

No comments received

**ST GEORGE'S WARD – St George's Ward of Stamford**

No comments received

**ST MARY'S WARD – St Mary's Ward of Stamford**

No comments received

**ST WULFRAM'S WARD – St Wulfram's Ward of Grantham**

Comments received:

Councillor Jacky Smith – suggests reverting back to three polling stations for the ward instead of the current arrangement of two stations. Also the Manners Street polling station is a little bit out of the way and not that close to a bus route.

Councillor Ray Wootten – suggests restoring the third polling station at the National School. The polling station in Manners Street is ideal for those living near to the area who are mostly elderly but is too far for residents to travel who live in the vicinity of St Wulframs.

RO comments:

The polling place for polling district UA1 is well situated and the number of electors allocated is within the current Electoral Commission guidelines however a second polling station could be provided within the Cliffedale Primary School if felt appropriate. The current polling place for polling district UB1 is the Manners Street Communal Room. This polling place should clearly be retained as it is convenient to those voters living at the north of the polling district, many of whom are elderly. The number of voters allocated to this polling district is not sufficiently high to justify the provision of an additional polling station.

It is recommended that the UB1 be retained as one polling district with the Manners Street Communal Room being retained as the polling place.

**STAMFORD ST JOHN'S WARD – St John's Ward of Stamford**

No comments received

**THURLBY WARD – Parish of Thurlby**

Comments received:

Thurlby Parish Council is satisfied with the current polling place arrangements at the Methodist School Room.

Comments noted; no change proposed

**TOLLER WARD – Parishes of Billingborough, Folkingham and Horbling**

Comments received:

Councillor Mike King – happy with the existing polling districts and places – the three polling districts correspond sensibly to the three parishes/villages and the polling places are logically in the three village halls.

Comments noted; no change proposed

**TRUESDALE WARD – Parishes of Barholm & Stowe, Baston, Langtoft, Tallington and Uffington**

Comments Received:

Baston Parish Council – request that the polling station be returned to The Barn, Main Street, Baston. Members of the Parish Council feel that the Barn is a village facility and should be used instead of closing the school on polling day. Parents of children who attend the school have raised concern to parish councillors regarding strangers having access to the building if it remained open. In addition the Parish Council suggest that the Barn has adequate disabled access via the children's play ground with a ramp and handrails and has good parking facilities.

RO comments:

The Barn has been used at elections prior to 2010 before being relocated to the school but its long drive is not of a smooth surface and the walkway around the building is uneven with potential trip hazards, both of which could pose difficulties for electors in wheelchairs. Baston Primary School has a better surface and meets the needs of the elderly and disabled better. The school is not required to close on polling day and this is a decision for the school itself.

It is recommended to retain the Baston Primary School as a polling place for the Baston polling district and that contact be made with the head teacher to explore whether the school can remain open on polling day.

SLEAFORD AND NORTH HYKEHAM CONSTITUENCY

<b>BARROWBY WARD – Parish of Barrowby</b> No comments received
<b>ERMINE WARD – Parishes of Ancaster, Barkston, Syston and Belton &amp; Manthorpe</b> No comments received
<b>HEATH WARD – Parishes of Caythorpe and Fulbeck</b> No comments received
<b>LOVEDEN WARD – Parishes of Carlton Scroop, Claypole, Fenton, Honington, Hough-on-the-Hill, Normanton and Stubton</b> No comments received
<b>PEASCLIFFE WARD – Parish of Great Gonerby</b> <u>Comments received:</u> Great Gonerby Parish Council – suggest the Memorial Hall on Marratts Lane, Great Gonerby as an alternative to the St Sebastian Primary school.  <u>RO Comments:</u> Although the memorial hall is an alternative to the school the gravel approach to the building would cause problems for wheelchair users and pushchairs. Plans are in place for the building of a new hall to replace the existing Memorial Hall and it is therefore proposed that no change be made to the current arrangement. The situation should be reviewed again when the new hall is completed.
<b>SAXONWELL WARD – Parishes of Long Bennington, Westborough and Dry Doddington</b> No comments received
<b>WITHAM VALLEY WARD – Parishes of Allington, Foston, Hougham, Marston and Sedgebrook</b> No comments received

SOUTH HOLLAND AND THE DEEPINGS CONSTITUENCY

<b>DEEPING ST JAMES WARD – Parish of Deeping St James</b> No comments received
<b>MARKET DEEPING WARD – Parishes of Market Deeping and West Deeping</b> No comments received

## REPORT TO COUNCIL

**REPORT OF: CHAIRMAN OF GOVERNANCE AND AUDIT COMMITTEE**

**REPORT NO: GAC004**

**DATE: 3 May 2012**

<b>TITLE:</b>	<b>GOVERNANCE &amp; AUDIT COMMITTEE – ANNUAL REPORT TO COUNCIL FOR YEAR ENDED 31<sup>ST</sup> MARCH 2012</b>	
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	N/A	
<b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>	Corporate Governance and Housing Portfolio Resources and Assets Portfolio	
<b>CONTACT OFFICER:</b>	Richard Wyles – Head of Finance <a href="mailto:r.wyles@southkesteven.gov.uk">r.wyles@southkesteven.gov.uk</a> 01476 406210	
<b>INITIAL IMPACT ASSESSMENT:</b>	Carried out and Referred to in paragraph (7) below:	Full impact assessment Required: N/A
<b>Equality and Diversity:</b>	N/A	
<b>FREEDOM OF INFORMATION ACT:</b>	This report is publicly available via the Your Council and Democracy link on the Council's website: <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>	
<b>BACKGROUND PAPERS</b>	Governance & Audit Committee Agendas and Minutes 2011/12 - available via the Your Council and Democracy link on the Council's website: <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>	

### 1. RECOMMENDATIONS

1.1 Council is asked to:

- Note the Annual Report of the Governance and Audit Committee for 2011/12
- Note the indicative work plan and timetable for 2012/13 that reflect the terms of reference of the Committee

### 2. PURPOSE OF THE REPORT

2.1 The purpose of this report is to advise Council of the key outcomes arising from the work of the Governance and Audit Committee for 2011/12 and to note how the work of the Committee will be developed during 2012/13.

- 2.2 The Committee's work is key to delivering good governance throughout the authority because it provides independent assurance and challenge on the effectiveness of the Council's overall arrangements for corporate governance and internal control, including risk management. It is good practice to publicise the work of the Committee in order to ensure a greater understanding of governance and audit issues. It is also important for the Committee to demonstrate the impact of its work to Members, partners, stakeholders and the wider community.

### **3. DETAILS OF THE REPORT**

#### **External Audit & Inspection**

- 3.1 Following the announcement by Government in August 2010, regarding the Audit Commission being abolished during 2012/13, the committee has been kept informed of developments regarding the future arrangements. At each Committee meeting the Audit Commission has provided briefing updates on the progress of the changes to the Commission. The Committee also reviewed and informed the Council's response to the Future of Public Audit Consultation.

#### **2011/12 – Key Outcomes**

- 3.2 The following is a summary of the key outcomes arising from the work of the Committee that have helped improve and strengthen the Council's overarching control environment and governance arrangements.
- 3.3 The Committee met five times during 2011/12. The work programme takes account of the nature of the items included and the frequency with which Members require to be kept informed. Some of the items are a statutory requirement (Statement of Accounts, Annual Governance Statement, Annual Audit Letter) whereas others are included because they meet professional guidance and recommended best practice (reports covering internal audit and risk management). In addition, some items are ad-hoc and cover such matters as the accounting policies and corporate protocols, including partnerships and health and safety.

#### **Governance:**

- Review and approval of the Annual Governance Statement for 2010/11 on behalf of Council.

#### **Internal Audit:**

- Consideration and review of internal audit plan, progress reports and Annual Report and Audit Opinion.
- The Committee reviewed the status of all outstanding internal audit recommendations to ensure that they were implemented within the agreed time-frame.

#### **External Audit & Inspection:**

- Consideration and review of external audit (Audit Commission) annual fee letter, progress reports and Audit opinion.
- Consideration of the Audit Commission's Annual Report on the Certification of Claims and Returns. This includes the outcome of the audit

of the Housing and Council Tax Benefit Grant claim and the Housing Subsidy claim.

**Financial Reporting:**

- Consideration of provisional and final General Fund and Housing Revenue Account (HRA) Revenue and Capital Outturn 2010/11.
- Approval of draft (pre-audit) and revised (post audit) Statement of Accounts for 2010/11 and the Audit Commission's Annual Governance Report detailing adjustments to the Financial Statements and the Value for Money Conclusion.
- During the year, the Committee received reports on the pension fund assumptions and accounting policies to be used in the closedown of the 2011/12 account as well as approving the Council's approach to componentisation.

**Treasury Management:**

- The Governance and Audit Committee is responsible for monitoring treasury management performance. Specifically, this covered the review of the Treasury Management Annual report for 2010/11 and the formation of the 2011/12 strategy. In addition, the Committee received a mid-year report on assurance relating to treasury management activity. As part of the new committee membership, training was undertaken led by the Council's Head of Finance on Treasury Management during the course of the year.
- The Committee was also involved in the review of the 2011/12 Treasury Management Strategy as part of the Council's requirement to ensure it was compliant with the requirements to support the HRA self-financing arrangements.

**Risk Management:**

- Regular review of Council's Corporate Risk Register and associated Risk Management Improvement Plan.
- The Committee also approved the Risk Management Annual Report that summarised the work of the Risk Management Group and detailed what training had been undertaken.
- Approval of the updated Risk Management Strategy for 2011/12.

**Internal Control Policies and Procedures:**

- In September 2011, the Committee received a revised and updated version of both the Financial Regulations and Contractual Procurement and Procedure Rules for recommendation on to Council.
- The Committee also approved an update to the Council's whistle-blowing policy contained within the Counter Fraud, Corruption and Bribery Framework.

**Other Reports & Feedback:**

- Review of Local Government Ombudsman's Annual Letter.
- Review of the Health and Safety Annual Report
- Review of Partnerships Annual Report
- Review of Business Continuity Annual Report

## **2012/13 - Annual Work Plan and Timetable**

- 3.4 In line with best practice, an indicative annual work plan and timetable has been developed and this is attached as Appendix A. The existence of an annual work plan and timetable will assist Members in planning the work of the Committee and ensure that they are better informed and therefore engaged in the wide spectrum of audit, governance and financial issues. It will also ensure that the focus of the Committee's work is correctly balanced in terms of the degree of emphasis and the timing and frequency of reviews.
- 3.5 Looking forward, it is important to ensure that all Members are appraised of the work of the Committee and are actively engaged in helping to improve and strengthen the Council's governance arrangements in all areas of their work for the local community. It is also important to recognise that the Council's developing governance agenda is not the sole responsibility of the Governance and Audit Committee.
- 3.6 To assist in heightening awareness and promoting engagement, every effort will be made to ensure that reports continue to be written in a format that is understandable to all Members of the Council.

### **4. OTHER OPTIONS CONSIDERED**

- 4.1 None

### **5. RESOURCE IMPLICATIONS**

- 5.1 None.

### **6. RISK AND MITIGATION**

- 6.1 Risk has been considered as part of this report and no high levels risks have been identified.

### **7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT**

- 7.1 None

### **8. CRIME AND DISORDER IMPLICATIONS**

- 8.1 None

### **9. COMMENTS OF FINANCIAL SERVICES**

- 9.1 The Committee's work is key to delivering good governance throughout the authority. This is an opportunity for all Members to consider the work of the Committee and the forward work plan and timetable and make any suggestions or amendments as appropriate. There are no specific financial comments.

**10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES**

10.1 Each year, it is important that all Members are informed of the work of the Committee and given the opportunity to comment on the work plan and timetable for the ensuing year.

**11. COMMENTS OF OTHER RELEVANT SERVICES**

11.1 None

**12. APPENDIX**

12.1 2012/13 - Indicative Work Plan and Timetable (Appendix 1 attached)

**GOVERNANCE & AUDIT COMMITTEE – INDICATIVE ANNUAL WORK PLAN**

	Mar	Jun	Sep	Dec	Comments/ Frequency
<b>Governance:</b>					
Annual Governance Statement (AGS)		√			Annually
Review Code of Corporate Governance		√			Review biennially
Review effectiveness of key partnership governance arrangements		√			Annually – June so results feed into AGS
<b>Internal Audit (RSM Tenon):</b>					
Appointment of Internal Auditors	■	■	■	■	As required by contract
Strategic/Annual Audit Plan	√				
Progress Report	√	√	√	√	Quarterly
Tracking Recommendations	√	√	√	√	Quarterly
Annual Report		√			
Private meeting with internal audit				√	
Review effectiveness of internal audit and external audit relationship	√				By reference to Joint Working Protocol
<b>External Audit (Audit Commission):</b>					
Annual Audit & Inspection Plan/Fee Letter	√	√			
Progress Report	■	■	■	■	As required
Annual Audit Letter				√	
Annual Governance Report			√		
Private meeting with external audit				√	
Claims & Returns – Annual Report	√				
Annual Audit Opinion	√				
<b>Internal Control Policies:</b>					
Counter Fraud & Corruption Framework	√				Review biennially
Review Other Policies as required	■	■	■	■	e.g. Contract Procedure Rules, Codes of Conduct,
<b>Other Policies:</b>					
Revised Strategy		√			Review biennially
Annual Report		√			
Risk Register Update		√		√	Review Bi-annually
<b>Finance Reports:</b>					
Draft/Final Financial Outturn		√			
Statement of Accounts		√	√		
Update on Reserves				√	
Treasury Management Strategy	■	■	■	■	Review as required
Treasury Management Annual Report		√			
Treasury Management mid-year review				√	
Review of Financial Regulations	■	■	■	■	Review as required
Accounting Policies	√				
Pension Assumptions	√				
<b>G&amp;A Committee</b>					
Review of Effectiveness & TOR				√	Review biennially
<b>Other Reports</b>					
Review Business Continuity Annual Report			√		
Review Health & Safety Annual Report		√			
Review Safeguarding Annual Report					
Ombudsman Annual Report			√		
Review of various protocols – Partnerships, Sponsorship	■	■	■	■	Review as required

■ These items may occur at any time during the course of the municipal year

## REPORT TO COUNCIL

**REPORT OF: CHAIRMAN OF THE CONSTITUTION COMMITTEE –  
COUNCILLOR RAY WOOTTEN**

**REPORT NO: LDS062**

**DATE: 3 May 2012**

<b>TITLE:</b>	<b>Recommendations from the Constitution Committee - 16<sup>th</sup> April 2012</b>	
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	n/a	
<b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>	Councillor Paul Carpenter – Access and Engagement Portfolio	
<b>CONTACT OFFICER:</b>	Lucy Youles – Head of Legal and Democratic Services (Monitoring Officer) E-mail: <a href="mailto:l.youles@southkesteven.gov">l.youles@southkesteven.gov</a> Telephone: 01476 406105	
<b>INITIAL IMPACT ASSESSMENT:</b>	Carried out and appended to the report: n/a	Full impact assessment Required: n/a
<b>Equality and Diversity</b>		
<b>FREEDOM OF INFORMATION ACT:</b>	This report is publicly available via the Your Council and Democracy link on the Council's website: <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>	
<b>BACKGROUND PAPERS</b>	The Council's Constitution	

### 1. RECOMMENDATIONS

It is recommended that Council approve the recommendations made by the Constitution Committee at its meeting on the 16<sup>th</sup> April 2012:

**The Constitution be amended at clause 12 of the Council Procedure Rules regarding notices of motion at meetings of the Council as follows:**

- 1.1 **No more than two notices of motion will be debated at any single Council meeting. The time and date of all motions received by the Chief Executive in accordance with this clause 12.1 will be recorded and the first two valid motions received in accordance with this clause 12 will be set out in the agenda in accordance with clause 12.2"**
- 1.2 **no motions on notice will be included on the agenda or considered at the annual budget setting meeting;**

- 1.3 **Each member may propose only one motion for the agenda of any meeting. If any valid motion received is not included on the agenda of the next Council meeting, the proposer can request that the motion proposed be put forward to be included on the agenda of the next appropriate Council meeting.**

## **2. PURPOSE OF THE REPORT**

The purpose of this report is to detail the recommendations made by the Constitution Committee at its meeting on the 16<sup>th</sup> April 2012 to Council for approval. The report made to the Constitution Committee and minutes of the Constitution Committee meeting of the 16<sup>th</sup> April 2012 are attached to this report at the Appendix for information.

## **3. DETAILS OF REPORT**

- 3.1 The details of the recommendation and the reasons for the recommendations are given in the minutes of the Constitution Committee meeting attached to this report and the report made to that meeting.
- 3.2 The recommendations made relate to motions on notice at council meetings. The proposals are that two motions on notice are considered at each meeting of the council except at the budget setting meeting when no motions will be placed on the agenda. In addition, each member may propose only one motion for each meeting at which motions on notice are permitted.
- 3.3 The proposals were made by the Chairman of the Constitution Committee following a council meeting when not all the motions proposed could be debated. Following a full debate of the proposals, the Committee approved the proposals for recommendation to Council.

## **4. OTHER OPTIONS CONSIDERED**

No other options have been considered in respect of this report.

## **5. RESOURCE IMPLICATIONS**

There are no known resource implications from the recommendations made.

## **6. RISK AND MITIGATION (INCLUDING HEALTH AND SAFETY AND DATA QUALITY)**

The recommendations are made to limit the number of motions on notice to ensure sufficient time at each meeting for debate on each motion proposed.

## **7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT**

No assessment is required in respect of this report.

**8. CRIME AND DISORDER IMPLICATIONS**

No crime and disorder implications arise as a result of this report

**9. COMMENTS OF FINANCE SECTION**

There are no financial implications resulting from this report.

**10. COMMENTS OF LEGAL AND DEMOCARATIC SERVICES**

The recommendations are made to provide a process to limit the number of motions proposed at any council meeting to allow sufficient time for debate of each motion proposed. This could improve the management of motions at the council meetings. The administration of motions received prior to the meeting will have to be closely monitored.

**11. COMMENTS OF OTHER RELEVANT SERVICE MANAGERS**

Not applicable

**12. APPENDIX**

Report to the Constitution Committee LDS057  
Minutes of the Constitution Committee meeting of the 16<sup>th</sup> April 2012

# REPORT TO CONSTITUTION COMMITTEE

**REPORT OF: CHAIRMAN OF THE CONSITUTION COMMITTEE**

**REPORT NO: LDS057**

**DATE: 16 April 2012**

<b>TITLE:</b>	<b>Amendment to motions on notice given under council procedure rule 12</b>	
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	Contstitutional change	
<b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>	Councillor Paul Carpenter Engagement & Corporate Governance	
<b>CONTACT OFFICER:</b>	Lucy Youles Head of Legal & Democratic Services <a href="mailto:l.youles@southkesteven.gov.uk">l.youles@southkesteven.gov.uk</a>	
<b>INITIAL IMPACT ASSESSMENT:</b>	Carried out and Referred to in paragraph (7) below	Full impact assessment Required:
<b>Equality and Diversity</b>		
<b>FREEDOM OF INFORMATION ACT:</b>	This report is publicly available via the Your Council and Democracy link on the Council's website: <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>	
<b>BACKGROUND PAPERS</b>	Council minute 139 17.05.07	

## 1. RECOMMENDATIONS

The Constitution Committee recommend to Council that the Constitution be amended at clause 12 of the Council Procedure Rules (attached to this report for reference at Appendix A) regarding notices of motion at meetings of the Council as follows;

**1.1 No more than two notices of motion will be debated at any single Council meeting. The time and date of all motions received by the Chief Executive in accordance with this clause 12.1 will be recorded and the first two valid motions received in accordance with this clause 12 will be set out in the agenda in accordance with clause 12.2.**

**1.2 No motions on notice will be included on the agenda or considered at the annual budget setting meeting;**

**1.3 Each member may propose only one motion for the agenda of any meeting. If any valid motion received is not included on the agenda of the next Council meeting, the proposer can request that the motion proposed be put forward to be included on the agenda of the next appropriate Council meeting.**

## **2. PURPOSE OF THE REPORT**

For Members of the Constitution Committee to discuss proposed changes to the Constitution concerning Motions on Notice given under Council Procedure Rule 12 and recommend any change to Council.

## **3. DETAILS OF REPORT**

Currently the number of Motions on Notice at Council meetings is restricted to each Member having the opportunity to present two Motions on Notice on each Council agenda. This means that potentially there could be in excess of 100 Motions on Notice on a Council agenda if each Member submitted two motions within the correct timeframe.

In order that the motions submitted to Council are debated properly and are given due consideration it is recommended that only two Motions on Notice be allowed to be submitted per Council meeting and that no Motions on Notice be submitted to the annual budget setting meeting.

The provision of a time guillotine (implemented by the Chairman) should also be available for each Motion on Notice due to time constraints which may be in place due to the length of a Council agenda.

The Chief Executive would determine the motions to go on the agenda, however, in common with other authorities which operate similar arrangements, it would usually be the first two motions received that complied with the rules relating to Motions on Notice that would be included on the agenda. The final decision would rest with the Chief Executive. Any further motions received would be held over for the next available meeting provided the proposer wished the motion to be put at a later date.

## **4. OTHER OPTIONS CONSIDERED**

To keep the current arrangements and determine whether or not to continue with the meeting in accordance with clause 9 or clause 14.11 of the Council Procedure Rules which are attached to this report for reference at Appendix B

**5. RESOURCE IMPLICATIONS**

n/a

**6. RISK AND MITIGATION**

The proposal is made to mitigate the risk of multiple motions being proposed without sufficient time to consider each motion proposed.

**7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT**

n/a

**8. CRIME AND DISORDER IMPLICATIONS**

n/a

**9. COMMENTS OF FINANCIAL SERVICES**

There is no financial impact arising from the proposal made.

**10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES**

The Constitution Committee is required to consider any changes to the constitution proposed. The proposal is for a change to paragraph 12 as set out in the recommendations above.

**11. COMMENTS OF OTHER RELEVANT SERVICES**

Not applicable

**12. APPENDICES:**

Appendix A – Clause 12 Council Procedure Rules

Appendix B – Clause 9 and Clause 14.11 Council Procedure Rules

# MINUTES

CONSTITUTION COMMITTEE  
MONDAY, 16 APRIL 2012



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## COMMITTEE MEMBERS PRESENT

Councillor Mark Ashberry  
Councillor Ray Auger  
Councillor Susan Sandall

Councillor Adam Stokes (Vice-Chairman)  
Councillor Raymond Wootten (Chairman)

## OFFICERS

Head of Legal & Democratic Services  
(Lucy Youles)  
Democratic Officer (Lucy Bonshor)(none)

## OTHER MEMBERS

Councillor Ian Selby

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## 13. DECLARATIONS OF INTEREST

None declared.

## 14. MINUTES OF THE MEETING HELD ON 26TH SEPTEMBER 2011

Minutes of the meeting held on 26<sup>th</sup> September were agreed as a correct record of the recommendations made.

## 15. AMENDMENTS TO THE CONSTITUTION

### Recommendation

*The Constitution Committee recommends to Council the following changes to Clause 12 of the Council Procedure Rules regarding notices of motion at meetings of the Council:*

- 1.1 No more than two notices of motion will be debated at any single Council meeting. The time and date of all motions received by the Chief Executive in accordance with this clause 12.1 will be recorded and the first two valid motions received in accordance with this clause 12 will be set out in the agenda in accordance with clause 12.2.**
- 1.2 No motions on notice will be included on the agenda or considered at the annual budget setting meeting;**

**1.3 Each member may propose only one motion for the agenda of any meeting. If any valid motion received is not included on the agenda of the next Council meeting, the proposer can request that the motion proposed be put forward to be included on the agenda of the next appropriate Council meeting.**

Members had before them report LDS057. The report had been compiled following the last Council meeting which had been the budget setting meeting and at which motions which were on the agenda had not been heard due to the quantity and time constraints. In order to address the issue a proposal was being put forward to restrict motions to only two per Council meeting, with no motions on notice at the Council's budget setting meeting.

The Chairman referred to investigation work that he had carried out which showed that over the last 5 years there had been 27 motions on notice considered at Council meetings. This gave an average of 5.2 motions per year. If the current proposal was adopted it would give members the opportunity to have 10 motions on notice considered during any one year, excluding the budget setting meeting. He felt that this was a fair proposal and gave Members the opportunity to debate a motion and not have to rush through it. The proposal was intended to promote debate not stifle debate.

Members debated whether or not the proposal was undemocratic. The monitoring officer advised that motions could be restricted by vote at the council meeting to close the meeting after 3 hours or a closure of motion proposal.

A more flexible approach to the number of motions including the budget setting meeting was suggested. Members debated the length of meetings and the time guillotine which some members did not support. The monitoring officer reminded Members that it was the Council as a whole that voted on whether or not to continue with a meeting. A Member read out comments that he had received both from other Members of the Council and one from a member of the public about the proposal to limit motions on notice. He asked that the comment from the Member of the public be reproduced in the minutes:

*“Obviously there has not been an issue in the past and it seems that this is an extraordinary suggestion to fix a problem that doesn't exist, whilst in the meantime, damaging democracy and restricting our elected representatives.”*

Further discussion followed with some Members agreeing with the proposal to limit the number of motions and others disagreeing. Councillor Selby who had attended the meeting, but was not a Member was allowed to speak. He felt that the proposal to limit the number of motions on notice was undemocratic and would stifle debate; also there was no evidence to justify changing the current system.

Each recommendation shown in the report was taken individually and following voting, all three recommendations were approved.

**16. UPDATE ON SCHEME OF DELEGATION**

The monitoring officer updated the Committee on changes to the scheme of delegation which had been authorised by the Chief Executive under her delegated authority relating to changes to posts.

Duties of the Lead Professional (Development Control) were now the responsibility of the Development Management Service Manager, Building Control and property management came under the remit of the Head of Property Development. The Head of Environmental Services now dealt with Housing Grants under the Construction and Regeneration Act 1996 as implemented under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 with the exception of discretionary Disabled Facilities Grants.

**17. CLOSE OF MEETING**

The meeting closed at 11.05pm.

## **APPENDIX A**

### 12. MOTIONS ON NOTICE

#### 12.1 Notice

Except for motions which can be moved without notice under Rule 13, written notice of every motion, signed by the member giving it, must be delivered to the Chief Executive at least 9 working days before the date of the meeting at which it is to be moved. These will be recorded in the order in which they are received and open to public inspection. Any motion which purports to contravene any current legislation or purports to contravene the arrangement or terms of this constitution can be excluded by the Chief Executive in advice or at the meeting at which it is proposed to be debated.

#### 12.2 Motions set out in agenda

Motions for which notice has been given will be listed on the agenda in the order in which notice was received, unless the member giving notice states, in writing, that they proposed to move it to a later meeting or withdraw it.

#### 12.3 Scope

Motions must be about matters for which the Council has a responsibility or which directly affect the district.

#### 12.4 Number of Notices of Motion

No member shall have more than two notices of motion on the agenda for any meeting.

## **APPENDIX B**

### 9. DURATION OF MEETING

Unless the majority of members present vote for the meeting to continue, any meeting that has lasted for 3 hours excluding any temporary adjournment will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting after the minutes of the previous meeting have been dealt with.

### 14.11 CLOSURE MOTIONS

- (i) A member may move, without comment, the following motions at the end of a speech of another member:
  - (a) to proceed to the next business;
  - (b) that the question be now put;
  - (c) to adjourn a debate; or
  - (d) to adjourn a meeting.
- (ii) If a motion to proceed to next business is seconded and the Chairman thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- (iii) If a motion that the question be now put is seconded and the chairman thinks the item has been sufficiently discussed he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- (iv) If a motion to adjourn the debate or to adjourn the meeting is seconded and the chairman thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.