

AGENDA



For a meeting of the
COUNCIL
to be held on
THURSDAY, 17 NOVEMBER 2016
at
2.00 PM
in the
COUNCIL CHAMBER - COUNCIL OFFICES, ST. PETER'S HILL, GRANTHAM. NG31 6PZ
Beverly Agass, Chief Executive

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 1:55pm before the commencement of the meeting. Please be seated by 1:50pm.

1. PUBLIC OPEN FORUM

The public open forum will commence at **2.00 pm** and the following formal business of the Council will commence at **2.30 p.m.** or whenever the public open forum ends, if earlier.

2. APOLOGIES FOR ABSENCE

3. DISCLOSURE OF INTERESTS

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

4. MINUTES OF THE MEETINGS HELD ON 22 SEPTEMBER 2016 AND 24 OCTOBER 2016

(Enclosure)

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5. COMMUNICATIONS (INCLUDING CHAIRMAN'S ANNOUNCEMENTS)

6. GO GRANTHAM BUSINESS IMPROVEMENT DISTRICT

Report number SEG23 of the Executive Member, Growth. (Enclosure)

7. GAMBLING POLICY

Report number CSL/102 of the Executive Member, Environment. (Enclosure)

8. MEDIUM TERM FINANCIAL STRATEGY

Report number CFM391 of the Executive Member, Finance and ICT. (Enclosure)

9. EXTERNAL AUDIT PROCUREMENT ARRANGEMENTS

Report number CFM392 of the Chairman of the Governance and Audit Committee. (Enclosure)

10. REVIEW OF POLLING DISTRICTS AND POLLING PLACES

Report number LDS195 of the Returning Officer. (Enclosure)

11. SCRUTINY COMMITTEE ANNUAL REPORT 2015/16

Report number LDS194 of the Scrutiny Committee Chairman. (Enclosure)

12. MEMBERSHIP OF THE COUNCIL'S COMMITTEES AND POLICY DEVELOPMENT GROUPS

Report number LDS196 of the Chief Executive. (Enclosure)

13. RECOMMENDATIONS FROM THE CONSTITUTION COMMITTEE

Report number LDS192 of the Chairman of the Constitution Committee. (Enclosure)

14. DEVOLUTION UPDATE (IF REQUIRED)

15. MEMBERS' OPEN QUESTIONS

A 45-minute period in which members may ask questions of the Leader, Executive Members, the Chairmen and Vice-Chairmen of the Policy Development Groups and opposition group leaders excluding the Chairman and Vice-Chairman of the Development Control Committee, Licensing and Alcohol, Entertainment and Late Night Refreshment Licensing Committees and

Governance and Audit Committee.

16. 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.

The deadline for notices of motion for the Council meeting on Thursday, 19 January 2017 is 2pm on Friday 6 January 2016

MINUTES

COUNCIL

THURSDAY, 22 SEPTEMBER 2016

2.00 PM



PRESENT

Councillor Mrs Judy Smith Chairman

Councillor Bob Adams
Councillor Duncan Ashwell
Councillor Ashley Baxter
Councillor Stephen Benn
Councillor Katherine Brown
Councillor Teri Bryant
Councillor Mrs Frances Cartwright
Councillor George Chivers
Councillor Kelham Cooke
Councillor Lynda Coutts
Councillor Nick Craft
Councillor Felicity Cunningham
Councillor Phil Dilks
Councillor Damian Evans
Councillor Mike Exton
Councillor Tracey Forman
Councillor Helen Goral
Councillor Breda Griffin
Councillor Graham Jeal
Councillor Mrs Rosemary Kaberry-Brown
Councillor Ms Jane Kingman
Councillor Matthew Lee
Councillor Nikki Manterfield

Councillor David Mapp
Councillor Charmaine Morgan
Councillor Nick Neilson
Councillor Nick Robins
Councillor Bob Russell
Councillor Bob Sampson
Councillor Ian Selby
Councillor Jacky Smith
Councillor Peter Stephens
Councillor Judy Stevens
Councillor Adam Stokes
Councillor Ian Stokes
Councillor Mrs Sarah Stokes
Councillor Brian Sumner
Councillor Mrs Brenda Sumner
Councillor Frank Turner
Councillor Mrs Andrea Webster
Councillor Hannah Westropp
Councillor Paul Wood
Councillor Rosemary H Woolley
Councillor Mrs Linda Wootten
Councillor Ray Wootten

OFFICERS

Chief Executive (Beverly Agass)
Strategic Directors (Tracey Blackwell,
Steve Ingram, Daren Turner)
Executive Manager, Corporate (Lucy
Youles)

OFFICERS

Corporate Finance Manager (Richard
Wyles)
Principal Democracy Officer (Jo Toomey)

Your council working for you

A period of silence was observed in memory of former Councillor, Mrs. Jean Taylor who had recently passed away.

A number of members paid tribute to the work of Mrs. Taylor both as a member of the Council, Chairman's lady and Mayoress of Grantham. Members also sent their condolences to her husband, family and friends.

34. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs Bosworth, Cook, Dobson, King, Dr. Moseley, Powell, Reid, Ward and Wilkins.

35. DISCLOSURE OF INTERESTS

No interests were disclosed.

36. MINUTES OF THE MEETING HELD ON 16 JUNE 2016

The minutes of the meeting held on 16 June 2016 were proposed, seconded and agreed as a correct record. Comment was passed about the format in which the members' open questions session was recorded. Members were reminded that when the motion to pilot the session was approved, members agreed that the format for the minutes would follow that used by Lincolnshire County Council.

37. COMMUNICATIONS (INCLUDING CHAIRMAN'S ANNOUNCEMENTS)

The Council noted the Chairman's engagements.

The Chairman announced that she intended to call an extraordinary meeting of the Council on Monday 24 October 2016, at which members would be asked to make a decision on the devolution proposal for Greater Lincolnshire.

The Chairman announced that she intended to take both items that related to Grantham Hospital one after the other, moving agenda item 14, the motion on notice submitted by Councillor Wootten, so that it immediately followed agenda item 6.

38. GRANTHAM HOSPITAL

The Chairman welcomed Dr. Suneil Kapadia and Mark Brassington, the Medical Director and Chief Operating Officer respectively, from United Lincolnshire Hospitals Trust (ULHT). The ULHT representatives had been invited to the meeting to talk about the closure of Grantham hospital's accident and emergency department between 6:30pm to 9am for a period of 3 months from Wednesday 17 August 2016.

The presentation began by providing the national context: that there was a shortage of trained doctors to work in accident and emergency departments. To keep three A&E units open 24 hours a day, 7 days a week, it was recommended that there should be 24 consultants and a minimum of 28 middle grade doctors. ULHT had budget for 15 consultants and 28 middle grade doctors. Across the three A&E departments at Lincoln, Boston and Grantham 14 consultants (10 of which were locums) and 12 middle grade doctors were in place. The presentation included a breakdown of the number of doctors at different grades across the three sites, highlighting the number of substantive staff members and the number of locums.

Members were also given comparator information on patient attendances and admissions, including information from hospitals run by neighbouring trusts. These figures showed that the number of patients presenting at Grantham hospital on a daily basis were lower than at either of the other ULHT sites, Peterborough Hospital, Sherwood Forest Hospital and Nottingham University Hospitals.

In making their decision, ULHT had determined that reducing the opening hours at Grantham hospital was the safest option for all of Lincolnshire. The decision was supported by the clinical commissioning groups, NHS England and NHS Improvement. In reducing the number of hours at Grantham, capacity was made available to support Lincoln hospital. The ULHT representatives stated that in taking the decision, consideration had also been given to the other facilities and specialisms that were available on each site. While all three sites had access to anaesthetists, only the Lincoln and Pilgrim sites had intensive care consultants. It was noted that Lincoln hospital was also a designated trauma centre, so reducing resource there was not practicable. The assessment that ULHT made also took account of patients that would automatically be diverted from Grantham hospital even if the A&E department had been open 24-hours a day.

The representatives from ULHT also talked about the difficulties they had experienced in recruiting staff. Intensive work was underway to recruit doctors, with the Trust looking both in the UK and abroad, attending conferences and recruitment fairs. The Trust was also offering a programme where A&E doctors would be able to work part-time while studying part-time for a fully-funded Masters degree or PHD. The financial drain caused by recruitment was recognised, with agencies receiving a payment of £10k for each doctor recruited.

Members of the Council were given the opportunity to ask questions of the representatives. A number of speakers referred to the value in which Grantham hospital was held by residents in Grantham and the surrounding towns and villages. A number of members questioned the justification of the removal of doctors from Grantham on safety grounds. Several Members referred to the growing population of Grantham and asked how the loss of the A&E service in Grantham could make things safer for residents in the town. A request was

made that the risk assessments on which the decision was made should be shared. Members of the Council were advised that all of the documents on which the ULHT Board's decision was based were publicly available and could be shared. Some members highlighted that the closure of Grantham hospital might constitute the 'least-worst' option, but that did not make it acceptable.

Other Members talked about the financial aspects of the decision, clarifying through their questions that the Trust had funding in place for their desired 15 consultants and the costs of using locums in comparison to permanent staff members.

Further comments and questions raised by Members reflected their concerns that the part-time closure was a pilot for a permanent reduction in services and asked about the Trust's sustainability and transformation plan. Members were advised that this was due to be published from October 2016 and while services had to be sustainable, the ULHT board was clear that each of the three hospital sites had a future.

The representatives from ULHT reiterated that within the county, Lincoln and Boston Pilgrim were the major sites, with intensive care and surgery services that were not available in Grantham. By diverting patients from one of the other sites to Grantham would mean that they could not receive the specialist care that they needed because those wider support services were not available. One Member questioned the impact of the closure on the 'golden hour' when alternative sites were approximately one-hour away. Members were reminded of those most serious conditions for which patients would automatically be taken Lincoln or Boston. While the speed of treatment was one factor, the right expertise had to be available to deliver it; this expertise was not available in Grantham. Reference was made to professional guidance that said if a patient was within 45 minutes of a major trauma centre, the local hospital should be bypassed. This guidance was now being extended to 1 hour.

Interest was shown in what additional support was provided in Lincoln and Boston as a result of the overnight closure in Grantham and whether it meant that there was a consultant on duty, on-site overnight. A breakdown of the on-site arrangements for consultants was provided that indicated that to provide a 24-hour a day consultant presence would require 16 to 18 consultants per A&E department.

The ULHT representatives advised Members that work was underway with clinicians at Grantham hospital to create pathways for admitting patients with existing conditions where a visit to A&E would not be necessary to admit them. It was hoped that would keep as many patients in Grantham as possible.

The Chairman thanked Dr. Kapadia and Mr. Brassington for attending the meeting and answering members' questions.

39. NOTICES OF MOTION GIVEN UNDER COUNCIL PROCEDURE RULE 4.9:

Decision:

That this Council understands the staffing shortages throughout health and care services in Lincolnshire and the decision to temporarily close emergency services at Grantham Hospital if patient safety is at risk. However, this Council urges United Lincolnshire Hospitals Trust to re-instate those services at the hospital at the earliest opportunity.

In proposing his motion, Councillor Wootten referred to a recent protest where it was estimated that 3,000 people marched in support of Grantham hospital and also referred to a petition and a facebook page. He also spoke about the fears of local residents together with their suspicions that the temporary closure would become permanent. Reference was made to statistical information about the number of patient attendances and admissions to Grantham hospital, the planned growth of the town and the effect winter would have for patients from the Grantham area. The motion was seconded.

During wider debate by Members, the efforts of the campaign supporters and organisers were acknowledged and commended. Comments were also made, which referred to a similar motion that was agreed unanimously by Lincolnshire County Council, a recent meeting of the Lincolnshire Health Scrutiny Committee and the non-party political nature of the motion.

While the challenge for ULHT with the national shortage of doctors and wider financing issues was recognised, the consensus of Members was that Grantham, as the largest town in Lincolnshire with significant growth plans and aspirations, meant that a 24-hour accident and emergency department was essential. The temporary closure was also identified by Members as an extension of previous cuts to services at Grantham hospital, citing the loss of services for children and the maternity unit.

Councillor Wootten was given the opportunity to sum up; during his speech he referred to his experiences of the staff at both Grantham and Lincoln hospitals and expressed his gratitude to them. He also reiterated his passion about the NHS and Grantham hospital.

The motion was put to the vote and unanimously approved.

15:18-15:39 – the meeting adjourned

40. GO GRANTHAM BUSINESS IMPROVEMENT DISTRICT

The Chairman welcomed Stuart Pigram, Simon Beardsley, Sonia Braybrook and Rachel Chadwick from Go Grantham. They had been invited to give a presentation to the Council on Go Grantham's proposals for a business

improvement district (BID) in Grantham prior to the BID ballot. As a payer of non-domestic rates within the proposed BID area, the Council would be entitled to vote in the ballot, with the Council forming its view at the meeting to be held on 17 November 2016.

The presentation began with an explanation of what a BID was: businesses within a defined area would be required to pay an additional levy to fund projects within that area. Projects could range from environmental enhancements to collaborative learning and development. Any BID projects should be in addition to services already provided by the district council, not in lieu of them.

A prospectus for the BID had been produced, which was constructed around four main themes, including examples of how a BID could provide benefits:

- Marketing Grantham – providing a website and central hub for businesses in the area and providing a high quality, targeted marketing, PR and promotion strategy
- Supporting Grantham – business investment and support, business cost reduction through collaboration, town centre wardens and crime reduction schemes
- Working in Grantham – providing training support for businesses, providing training courses to assist improve recruitment and retention of local people and partnership working
- Visiting Grantham – promoting the heritage and history of the area, supporting events and festivals and shopping locally

Included within the presentation was a summary of the consultation that had taken place to date, with a brief explanation on the methodology used.

The BID levy would be set at 1.5% of a business' rateable value, with an exemption for businesses with a rateable value of less than £7,000. Over the five-year life of the proposed BID £2.6m income would be raised through the levy.

Members were advised of the timeline for the BID ballot. Notice of the ballot would be sent by 19 October 2016, ballot papers would be issued on 2 November 2016, votes would need to be cast by 30 November 2016 and the result of the ballot would be announced on 1 December 2016. For the BID to be successful over 50% of those businesses who voted would need to vote in favour of the BID with those businesses that voted in favour of the BID representing over 50% of the rateable value of those who voted.

Within the wider context of South Kesteven, the Go Grantham representatives stated that the BID would help attract visitors to Grantham, from which the surrounding areas would also experience benefit, increasing the spend in the local area.

Simon Beardsley, who represented the Lincolnshire Chamber of Trade and Commerce spoke about the Chamber's experiences on other BIDs that had been successful together with those that had not been successful. He advised Councillors that the Chamber had provided funding to support development work, reflecting its confidence in the approach that had been taken.

After the presentation, Members were given the opportunity to ask questions of the Go Grantham representatives. Topics raised during the question and answer session are summarised below:

- The BID would give the opportunity to provide enhancements that attract people to the surrounding area by improving key gateways to the town; the example was given of the area around Grantham railway station
- If the ballot was successful, the BID would come into effect from 1 April 2017. This gap between the ballot result and the commencement of the BID would provide sufficient time for arrangements to be made for its management and administration
- Noting that charities were not exempt from the BID levy but schools were, members identified the potential for challenge with regard to academies. Assurance was given that there were agreed criteria against which non-domestic rate payers would be assessed as to whether they were eligible to pay the levy
- The composition of the BID board would be defined in its constitution, which would be agreed by the Go Grantham Board should the ballot be successful; after it had been agreed, it would be shared with non-domestic ratepayers in the BID area. The Constitution would be designed so that special interests could not dominate Board decisions
- There would be no guaranteed vote on the BID board for the district council however it would have the same opportunity to seek the election of a representative as any other business-rate payer in the area
- Any new business looking to come to the town would consider the impact of any BID levy as part of their due diligence so they should factor in the additional costs
- Educational establishments had been included in the consultation

Other general comments were made, in which Members expressed their support for the principle of a Grantham BID. The suggestion was also made that since the district council would, through the BID, be providing increased funding for improvements in the Grantham area, then it might also make similar contributions to support the development of other towns within the district. There was also some discussion about how the BID might enhance the festival offer within Grantham and the impact of that on council officers. A number of Members also commended the work that had been done to date on the production of the prospectus and in the development of the BID proposals.

The Chairman thanked the representatives from Go Grantham for the time they had given to present the BID proposals to members.

As the meeting had been in progress for three hours Article 4.6.4 of the Council's Constitution required members to vote on whether to proceed. It was proposed, seconded and on being put to the vote agreed that the meeting should continue until the business listed on the agenda had been concluded.

41. STRATEGIC ALLIANCE - GREATER CAMBRIDGESHIRE GREATER PETERBOROUGH (GCGP) LOCAL ENTERPRISE PARTNERSHIP

Decision:

- 1. That the Council notes the strategic alliance with the Greater Cambridge and Greater Peterborough Local Economic Partnership**
- 2. That delegation is given to the Chief Executive in consultation with the Leader to sign and enter into a memorandum of understanding with the Greater Cambridge and Greater Peterborough Local Economic Partnership**

The Leader briefly introduced report number SEG20, which informed Members of a strategic alliance that the Council had formed with the Greater Cambridge and Greater Peterborough Local Enterprise Partnership. In proposing the recommendations in the report, one of which provided delegated authority for the Chief Executive (in consultation with the Leader) to sign and enter into a Memorandum of Understanding, the Leader stated that the Memorandum would be shared with Members either via e-mail, or if time permitted, at a meeting of the council. The proposition was seconded.

During debate on the proposition, Members recognised the advantages of looking beyond the Lincolnshire LEP given the proximity of the southern part of the district to Peterborough and Cambridgeshire. Members from the Deepings area also highlighted that the people who lived in the Deepings felt a greater affinity with Peterborough than either Grantham or Lincoln.

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

42. MEMBERS ON COMMITTEES AND POLICY DEVELOPMENT GROUPS

Decision:

- 1. To hold the Conservative vacancy on the Development Control**
- 2. To appoint Councillor Brian Sumner to fill the vacancy on the Resources Policy Development Group**
- 3. To appoint Councillor Adam Stokes to fill the vacancy on the Governance and Audit Committee**
- 4. To appoint Councillor David Mapp as the Vice-Chairman of the Governance and Audit Committee**

Following the resignation of Members from a number of the council's

committees and policy development groups, which were highlighted in report number LDS181, the Leader was invited to make nominations to fill those vacancies. The Leader informed the council that he did not propose to fill the vacancy on the Development Control Committee while Councillor Brian Sumner was nominated to fill the vacancy on the Resources Policy Development Group, Councillor Adam Stokes was nominated to fill the vacancy on the Governance and Audit Committee and Councillor David Mapp was nominated as the Vice-Chairman of the Governance and Audit Committee. The nominations were seconded, and, on being put to the vote, were agreed.

43. REPRESENTATIVES ON OUTSIDE BODIES

Decision

To appoint Councillor Robert Reid as the Council's representative on the Elsea Park Community Trust.

Report number LDS180 informed Members of the resignation of Councillor Ms Kingman as the Council's representative on the Elsea Park Community Trust. Councillor Robert Reid was nominated as the Council's new representative, which was seconded and on being put to the vote, approved.

44. LEADER'S REPORT ON URGENT DECISIONS

Report number CAB021 was a statutory report that the Leader was required to make. It informed the Council of any Executive decisions made under special urgency provisions. Council noted that since September 2015, no Executive decisions had been made under these provisions.

45. MEMBERS' OPEN QUESTIONS

Question 1

From: Councillor Ashley Baxter

To: Councillor Bob Adams

The amount of information that would be available to support Members' decision-making on devolution in Greater Lincolnshire

Question 2

From: Councillor David Mapp

To: Councillor Bob Adams

Progress on the designer outlet proposed for Grantham

Question 3

From: Councillor Phil Dilks

To: Councillor Bob Adams

The impact of the Government's requirement for a directly elected Mayor on devolution proposals in Greater Lincolnshire.

Question 4

From: Councillor Terl Bryant

To: Councillor Bob Adams

Planning permission for a residential development in Stamford

Question 5

From: Councillor Ian Selby

To: Councillor Bob Adams

Whether representatives from United Lincolnshire Hospitals Trust should have apologised about the partial closure of Grantham hospital's A&E department

46. CLOSE OF MEETING

The meeting was closed at 17:36.

MINUTES

COUNCIL

MONDAY, 24 OCTOBER 2016

2.00 PM



PRESENT

Councillor Mrs Judy Smith Chairman

Councillor Bob Adams
Councillor Ashley Baxter
Councillor Stephen Benn
Councillor Mrs Pam Bosworth
Councillor Teri Bryant
Councillor Mrs Frances Cartwright
Councillor George Chivers
Councillor Michael Cook
Councillor Kelham Cooke
Councillor Lynda Coutts
Councillor Nick Craft
Councillor Felicity Cunningham
Councillor Phil Dilks
Councillor Damian Evans
Councillor Mike Exton
Councillor Tracey Forman
Councillor Helen Goral
Councillor Mrs Rosemary Kaberry-Brown
Councillor Ms Jane Kingman
Councillor Matthew Lee
Councillor Nikki Manterfield
Councillor David Mapp
Councillor Charmaine Morgan

Councillor Dr Peter Moseley
Councillor Nick Neilson
Councillor Robert Reid
Councillor Nick Robins
Councillor Bob Russell
Councillor Bob Sampson
Councillor Ian Selby
Councillor Jacky Smith
Councillor Peter Stephens
Councillor Judy Stevens
Councillor Adam Stokes
Councillor Ian Stokes
Councillor Mrs Sarah Stokes
Councillor Brian Sumner
Councillor Mrs Brenda Sumner
Councillor Frank Turner
Councillor Mrs Andrea Webster
Councillor Hannah Westropp
Councillor Martin Wilkins
Councillor Paul Wood
Councillor Rosemary H Woolley
Councillor Mrs Linda Wootten
Councillor Ray Wootten

OFFICERS

Chief Executive (Beverly Agass)
Strategic Director (Tracey Blackwell, Daren Turner)

OFFICERS

Executive Manager, Corporate (Lucy Youles)
Principal Democracy Officer (Jo Toomey)

Prior to the commencement of the formal business of the meeting, a minute's silence was held in respect of two former Councillors who had recently passed away, Ian Croft and Reg Lovelock MBE.

47. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ashwell, Broughton,

Your council working for you

Dobson, Griffin, Jeal, King and Powell.

48. DISCLOSURE OF INTERESTS

No disclosable pecuniary interests were disclosed. Councillor Wootten stated that he had participated in debate in and a vote on the Greater Lincolnshire Devolution proposal as a member of Lincolnshire County Council.

49. DEVOLUTION - GREATER LINCOLNSHIRE

Decision:

Members of South Kesteven District Council do not support the giving of consent on behalf of South Kesteven District Council, as a constituent council of the proposed Combined Authority for the Greater Lincolnshire area, to the making by the Secretary of State of an Order in accordance with the Scheme:-

- (a) for the establishment of a Combined Authority for the Greater Lincolnshire area pursuant to section 110 of the Local Democracy, Economic Development and Construction Act 2009 (LDEDCA).**
- (b) for the making of constitutional provisions in relation to the Combined Authority pursuant to section 104 of LDEDCA.**
- (c) for the delegation to the Combined Authority of the transport functions of the Secretary of State and the other functions of public authorities pursuant to sections 104 and 105A of LDEDCA.**
- (d) for the functions of the Combined Authority as specified to be exercisable only by the mayor subject to the conditions and limitations specified pursuant to S107D of LDEDCA.**
- (e) for Chapter 1 Part 1 of the Localism Act 2011 to have effect in relation to the Combined Authority as it has in effect to a local authority.**
- (f) for the Combined Authority to be treated as a levying body for the purposes of section 74 of the Local Government Finance Act 1988 in respect of expenses of the Combined Authority that are reasonably attributable to the exercise of any of its functions other than mayoral functions.**
- (g) for the Combined Authority to be given power to borrow under section 1 of the Local Government Act 2003 for a purpose relevant to any of its functions.**

Prior to proposing the recommendations in report number LDS186, the Leader proposed that articles 4.11.4 and 4.11.5 of the Council's Constitution be suspended to remove the restriction on the number of occasions and the length of time for which members could speak. This was seconded and, on being put to the vote, carried.

The Leader was invited to present report number LDS186 on the devolution proposal for Greater Lincolnshire. In proposing the recommendations in the report, he spoke about the long-ranging implications of the decision that would be made, whether or not the Council decided to support the consent needed to establish the Greater Lincolnshire Combined Authority. He stated that, through devolved powers to a

combined authority, the district council would have more say in how decisions are made and funding is spent.

He stated that the Council had previously agreed to the continuation of dialogue with Government and to go out to consultation. Copies of the consultation results had been circulated to all members that highlighted that a majority of the respondents supported the concept of councils working collaboratively but not of a directly elected mayor. Through negotiations with Government, it had been agreed that the district council would retain its planning powers; the original intention had been that they would transfer to the Mayor. Members were also advised that the combined authority would not be able to claim existing assets and funds held by the individual authorities.

Additional funding would be made available to the area through the combined authority. £15m would be released to the authority in March 2017, which could be followed by a further £15m in April 2017. The way in which that funding would be spent would be determined by the combined authority's constituent members. There would also be direct access to growth and development funding. A programmed approach to funding for housing would enable the combined authority to deliver specialist and affordable housing. In further tranches it was anticipated that additional funding would be made available for areas including education and skills. If South Kesteven did not become a member of the combined authority, its only opportunity to secure additional funding would be part of national bidding processes. The Leader added that membership of the combined authority would give South Kesteven District Council greater opportunity to influence future government policies.

The final part of the proposition speech drew Members' attention to the delegation to the Leader to formally make the decision on the Council's behalf, as it was an executive function and that consequently he stated that he would listen to the debate with interest and an open mind. The recommendations in report number LDS186 were proposed and seconded.

Members who spoke against the proposal raised a number of concerns:

- The opportunity for additional funding sounded good but when the costs of the combined authority had been removed from the £15m and the remainder split between member authorities, the amount of additional funding available was small
- The draft Order was not available, which meant that promises made during negotiations with the Department for Communities and Local Government had not been captured on paper. Members also noted that the detail was changing on a regular basis, which meant that currently there was no certainty over the contents of the proposal and so they did not feel able to make any decision without having seen the draft Order
- The combined authority was introducing an additional tier of local government, taking power and decision-making further away from local people
- By subsuming the powers of other authorities, there was concern that the devolution deal would lead to the creation of a Greater Lincolnshire unitary authority 'through the back door'. Further concern was expressed about wording within the proposal that enabled local government transformation without need for new legislation
- There had been a suggestion made that if the Council did not support

devolution then funding would not be available for the Grantham Southern Relief Road however the Chief Executive of Lincolnshire County Council stated that funding had already been allocated and the County Council was committed to the project

- Residents had voted against the principle of a mayor during the public consultation. Specific attention was drawn to the consultation results for South Kesteven where the outcome on the question about the directly elected mayor indicated that 61% were against a mayor while 34% were in favour of a directly elected mayor. Given the strength of feeling in the consultation and from conversation with constituents in their Wards, the suggestion was made that the Council should honour the wishes of residents.
- The Council could still reflect the views of the consultation respondents who wanted greater collaboration by working with neighbouring councils without the need for entering into the devolution deal
- South Kesteven would be required to make a payment of £50k a year to the combined authority to pay for its running however those costs were not yet known and there was a fear that this annual sum would increase.
- There were concerns that a majority of funding would be spent on the south bank of the Humber, which was the industrial growth area in Greater Lincolnshire
- The governance arrangements that stated that decisions of the mayor could be overturned by a two-thirds majority; this meant that to uphold a decision the mayor would only need the support of three of the member authorities. The possibility of bloc voting by constituent members was raised. A question was also asked about how the will of South Kesteven District Council would be channelled through its representative on the combined authority
- Some concern was expressed about who would be responsible for any debt attached to the combined authority and whether the Council's assets would be at risk as collateral for any borrowing. Further concerns were raised in respect of protecting the Council's assets because the combined authority would have an assets board to review all public sector land and property assets.
- Some members highlighted the original statement that each constituent council was required to give consent to the combined authority subsequent advice that the Government would consider approaches that were not supported unanimously. Members questioned the likely impact on devolution of the recent meeting of Lincolnshire County Council at which Members voted against the devolution proposal both in terms of its viability and the effect on the date by which devolution could be implemented
- The business of the Council is not focussed within the Lincolnshire county boundaries so signing up to a devolution deal with Greater Lincolnshire might not best support the Council's economic position
- Cornwall Council had a range of devolved powers including highways and transport, integrated health and social care, energy and employment and skills but their devolution deal had not included the requirement for a directly elected mayor

- If the Council did not support the devolution deal, then it was not anticipated that the government could remove all funding opportunities from Councils; an example was given of apprenticeship schemes – as a priority for government it was not envisaged that funding would be held for schemes in South Kesteven
- The decision for Britain to leave the European Union could affect the funding available to the combined authority for growth projects

Arguments made by those Members that advocated the devolution proposal included:

- The number of people who took part in the consultation from South Kesteven (approximately 500) was only a very small proportion of the area's 140,000 residents
- Voting in favour of the proposal would mean that the Council could continue to take part in and influence negotiations
- The combined authority would bring additional funding to Lincolnshire, which it would not have been able to access without the authority. Any additional funding, was, in this instance seen as a benefit to the Council
- If the Council did not join the combined authority and further county council services were subsumed into the combined authority, there was no indication of the mechanism for the delivery of those services in South Kesteven
- By signing up to the devolution deal, the Council would be a preferred partner then the Council would stand to gain additional funding for growth and development
- The decision should not be based solely on the requirement by Government that the authority should have a directly elected mayor but balanced again the potential benefits of being a member of the combined authority
- The loss of a voice in major decisions that would affect the district
- The suggestion had been made that the Mayor would not be held accountable, however attention was drawn to the fact that the mayor would be held accountable through the election cycle and the checks and balances that had been written into the governance arrangements for the combined authority
- Representations had been made from within Lincolnshire about improving the funding deal for the rural county and the devolution deal provided an opportunity for local authorities in the county to redress the balance by accessing additional funding
- There would be an opportunity to review the devolution deal two years into its existence
- As the combined authority matured, additional devolution deals would be made, each releasing additional powers and funding to the Greater Lincolnshire area.

Members who spoke against the proposition stipulated that they were not against the principle of devolution but the requirement for a directly elected mayor made the proposition untenable for them. They suggested that a vote against the deal would

provide greater negotiating strength in the future; the Leader would be able to cite the support for devolution but that the authority was not prepared to accept a mayor.

Several members stated that the decision was not one to be taken based on politics but the option that would provide the best outcome for the district's residents. Analogies were drawn with Britain's entry and exit into the European Union and that, regardless of what decision was made, it would be without precedent and there was no way of predicting the outcomes.

A number of comments were made that commended the efforts that had been made by the Leaders and Chief Executives of the 10 local authorities in the Greater Lincolnshire area

The Monitoring Officer was asked to clarify the position of the Council in making a decision on whether or not the Council should sign up to the devolution deal. She explained that the decision related to an Executive function in accordance with Regulations. Council was being asked to consider its support for the recommendations. The matter had been taken to all constituent councils. In each instance the final decision would be made as an Executive decision. Members of the Council said that they hoped whatever the outcome of Council's vote, the decision of the Leader would reflect its views.

The Chief Executive provided contextual information about the way in which the LEP was funded; this funding would transfer to the combined authority. She also gave an overview of the level of skills funding that the area could expect. Finally, the Chief Executive clarified that the term of office for the directly elected mayor would be 4-years. Costs of the authority reflected the cost for running the election.

A request was made that a recorded vote be taken. As the request was supported by more than ten members of the Council, in accordance with article 4.13.4, a recorded vote was taken.

For	Against	Abstain
Councillor Adams	Councillor Baxter	Councillor Manterfield
Councillor Mrs Bosworth	Councillor Benn	Councillor R Wootten
Councillor Bryant	Councillor Cooke	
Councillor Mrs Cartwright	Councillor Coutts	
Councillor Chivers	Councillor Cunningham	
Councillor Cook	Councillor Dilks	
Councillor Craft	Councillor Exton	
Councillor Evans	Councillor Forman	
Councillor Mapp	Councillor Goral	
Councillor Neilson	Councillor Mrs Kaberry-Brown	
Councillor Reid	Councillor Ms Kingman	
Councillor Russell	Councillor Lee	
Councillor Sampson	Councillor Morgan	
Councillor Judy Smith	Councillor Dr. Moseley	
Councillor Turner	Councillor Robins	
Councillor Webster	Councillor Selby	
Councillor Mrs L Wootten	Councillor Jacky Smith	
	Councillor P Stephens	
	Councillor J Stevens	
	Councillor A Stokes	

	Councillor I Stokes Councillor Mrs S Stokes Councillor Mrs. Sumner Councillor Sumner Councillor Westropp Councillor Wilkins Councillor Wood Councillor Woolley	
17	28	2

The proposition that the Council signs up to the Greater Lincolnshire Devolution deal was lost.

50. CLOSE OF MEETING

The meeting was closed at 16:22.

Agenda Item 5

List of Chairman's Engagements 22 September 2016 to 17 November 2016

Date	Ref	Organisation and Event	Location	Chauf
Saturday 24.09.16	VC14	Major Showjumping Championships - Arena UK Major Grand Prix	Arena UK A, Allington	
Sunday 25.09.16	VC11	West Lindsey District Council Civic Service	All Saints' Parish Church, Gainsborough	
Sunday 25.09.16	JS31	Stamford Town Council Battle of Britain Service & Parade	All Saints Church Stamford	✓
Thursday 29.09.16	JS42	HRH The Duke of Gloucester's visit to Londonthorpe Woods	Belton House Grantham	
Thursday 29.09.16	JS41	To Commemorate the Centenary of the Barracks (1916 – 2016)	Prince William of Gloucester Barracks Grantham	✓
Friday 30.09.16	JS35	Celebrating Launch of Home-Start Lincolnshire	Lincoln Hotel, Lincoln	✓
Friday 30.09.16	JS36	CPRE	Grimsthorpe Castle	
Saturday 01.10.16	JS45	The Mayor of Stamford Town Council – Last Night of the Proms by Stamford Brass	The Corn Exchange Theatre, Stamford	
Sunday 02.10.16	JS29	Mayor of Rushden's Civic Service	St. Mary's Church Rushden	✓
Sunday 02.10.16	VC13	Chairman of Bassetlaw District Council Civic Service	St. Joseph's R C Church, Retford	
Sunday 02.10.16	VC12	Chairman of Market Rasen Town Council Civic Service	St. Thomas's Church, Market Rasen	
Tuesday 04.10.16	JS37	Opening of Bridge Fair and Annual Sausage Supper	Town Hall, Peterborough	
Friday 21.10.16	JS30 VC16	ABF The Soldiers' Charity – Band of The Welsh Guards, St Wulfram's Church	St. Wulfram's Church Grantham	
Friday 21.10.16	JS44	Cllr Colin and Mrs Fiona Pattison's Civic Ball	The Corn Exchange Hall, Bourne	
Saturday 22.10.16	JS32	Installation of the Venerable Christine Wilson as Dean of Lincoln	Lincoln Cathedral	✓
Sunday 23.10.16	JS38	Grantham Lions Annual Variety Concert	Walton Girls High School, Grantham	✓
Thursday 27.10.16	JS51	Performance of "Dirty Rotten Scoundrels" on The Right Worshipful the Mayor of Lincoln Civic Night	Theatre Royal, Lincoln	✓
Saturday 29.10.16	JS52	Deeping St. James – Judging the Pumpkins	Towngate East Market Deeping	
Saturday 29.10.16	DD	Grantham Choral Society's Autumn Concert "Feast of Baroque"	St Wulfram's Church Grantham	
04.11.16	JS50	Mayor of Grantham's Fundraiser – Rock and Roll with Laughter and fish and chip supper	Mayor's Parlour, Grantham	✓
06.11.16	JS46 VC19	Grantham – Opening of the Garden of Remembrance	St. Peter's Hill Grantham	
06.11.16	JS49	Market Deeping – Opening of the Remembrance Gardens	Riverside Park	
09.11.16	JS47	Civilian Service of Remembrance	Grantham Crematorium	
Wednesday 09.11.16	VC21	Derbyshire Asbestos Support Team – Reflection and Celebration of Life	Lincoln Cathedral	
Friday 11.11.16	JS48 VC20	2 minutes silence on St. Peter's Hill	St. Peter's Hill Grantham	
Friday 11.11.16	JS56	2 minutes silence at Bourne		

Thursday 10.11.16	JS33	Lincolnshire Fire and Rescue Long Service and Good Conduct Award Ceremony 2016	Showroom Conference Centre, Lincoln	✓
Sunday 13.11.16	JS55	Remembrance Day Service	Bourne Abbey Church	
Sunday 13.11.16	VC15	Remembrance Day Parade and Service	St. Wulfram's Church Grantham	
Sunday 13.11.16	VC15	Grantham – closing of the Garden of Remembrance	St. Peter's Hill Grantham	

REPORT TO COUNCIL

REPORT OF: Executive Member, Growth

REPORT NO: SEG23

DATE: 17th November 2016

TITLE:	Business Improvement District – Council vote on referendum	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	KEY DECISION	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Councillor Bob Adams Leader of the Council and Executive Member Growth	
CONTACT OFFICER:	Roger Ranson, Business Manager – Spatial and Economic Growth r.ranson@southkesteven.gov.uk Tel: 01476 40 60 80 (Ext. 6438)	
INITIAL IMPACT ANALYSIS: Equality and Diversity	Carried out and Referred to in paragraph (7) below	Full impact assessment Required:
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	Business Improvement Districts guidance: https://www.gov.uk/guidance/business-improvement-districts Business Improvement District Technical Guidance: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/415990/BIDs_Technical_Guidance.pdf Go Grantham BID prospectus: http://www.go-grantham.co.uk/	

1. RECOMMENDATIONS

- 1.1 It is recommended that Members cast their individual vote in order to determine how the Council should vote in the ballot to be held.
- 1.2 It is recommended that authority is given to the Leader of the Council to complete the postal ballot votes received in respect to each of the Council's business properties within the Business Improvement District (BID) area.

2. PURPOSE OF THE REPORT

- 2.1 For Council to determine its vote in the ballot to establish a BID for Grantham as set out in the prospectus published by Go Grantham Limited in view of the Council's business properties included within the BID area.
- 2.2 A presentation on the BID prospectus was given by Go Grantham to the meeting of Council held on 22nd September. Growth PDG also received a presentation from Go Grantham at its meeting held on 14th July.

3. DETAILS OF REPORT

What is a BID?

- 3.1. A Business Improvement District is a legally and geographically defined partnership for area improvement and service delivery, funded by levy-paying businesses within that agreed boundary. It is managed and operated by a BID Company, usually a non-profit company run by and for its members.
- 3.2. BIDs are business-led initiatives supported by government legislation, which give local business the power to get together, decide what improvements they want to make within a defined area and how they will manage these. BID's have the power to raise and spend funds locally.
- 3.3. BIDs are typically run as not for profit companies and are controlled by the businesses and organizations that fund them. There is no limit on what projects or services can be provided through a Business Improvement District. The only requirement is that it should be something that is in addition to services provided by local authorities.
- 3.4. A BID's mandate is for a maximum of five years. A BID wishing to continue beyond that must reaffirm its mandate through re-ballot, based on a further proposal. There are currently over 250 BIDs operating across the Country with local examples being Lincoln and Melton.
- 3.5. The process of developing a BID involves widespread consultation by the BID promoter with businesses to ascertain what improvements they want and would be prepared to pay for. A BID proposal by the BID promoter is then produced and a 28 day postal ballot held where those eligible business ratepayers vote 'for' or 'against' the proposed programme. For the BID to go

ahead, two conditions must be met; firstly, a majority of those voting have to vote 'yes'; and secondly those 'yes' votes have to correspond to more than 50% of the total rateable value of all votes cast.

- 3.6. The local authority has a responsibility to support the development of BIDs and facilitate their establishment. This includes conducting the ballot and collecting and enforcing the levy. The authority must also confirm that the proposed BID does not conflict with an area's plans and schemes. If the local authority is of the opinion that the BID arrangements are likely to conflict to a material extent with an existing policy, or place a significantly disproportionate financial burden on ratepayers or the burden from the levy is unjust, then it can decide to veto the proposals. The local authority can only veto proposals within 14 days from the date of the ballot (i.e. 30th November 2016). At its meeting in June this year, Council delegated consideration of specific technical issues relating to BIDs in the District to the Strategic Director for Development and Growth. To date, no veto of the BID proposals have been made.
- 3.7. If a yes vote is achieved there is a requirement to ensure the BID body has good governance in place – the activities of the BID body will be scrutinised by the levy payers who fund the BID. In particular the BID will need to ensure the correct arrangements are in place relating to membership of the BID body, board elections and annual reporting mechanisms. Amendments to the memorandum and articles of association for Go Grantham Limited have been drafted and will be considered by the company in due course.

What are the benefits of the BID?

- 3.8 The BID's proposals are considered to be complementary to the Council's Economic Development Strategy which specifically looks to support the creation of a business-led BID for Grantham. It is common for many successful local economies with a strong business sector in the UK to have effective BIDs contributing to the economic well-being of the area. Depending on the nature of individual BIDs, the business benefits of BIDs include:
- BID levy money is ring-fenced for use only in the BID area;
 - businesses decide and direct what they want for the area;
 - business cost reduction, for example, from reduced crime and joint procurement;
 - improved liaison with the Council, County Council, the police and other public bodies;
 - increased footfall and staff retention;
 - place promotion; and
 - networking opportunities with other local businesses.

Go Grantham BID Proposal

- 3.9. Proposals to establish a Business Improvement District in Grantham have been led by Go Grantham Ltd. Although successful BIDs are now nationally widespread, this will be the first of its kind within South Kesteven. The Council has supported the initial development of these proposals through its

feasibility study and by providing loan funding for the development of the BID prospectus which will form the basis of the referendum of relevant business rate payers. The Leader of the Council has represented the Council at the Board responsible for developing the BID prospectus and business plan.

3.10. The BID prospectus sets out a number of key considerations, notably:

- The BID boundary map;
- The proposed BID Levy;
- Proposed themes for investment;
- Outline Business Plan.

3.11. It is proposed that all eligible businesses will pay a levy of 1.5% of the rateable value of the business. Smaller businesses with a rateable value of less than £7,000 will be exempt from paying the levy, alongside some other specific exemptions. Based on 1.5% levy the estimated revenue for the Business Improvement District is in excess of £2.6 million over the five year proposed duration of the BID. On average over the lifetime of a successful BID in the order of £430,000 per annum will be available to support the local economy (after allowing for contingency, administrative and collection costs).

3.12. The summary business plan highlights four key areas for investment from the BID. These are:

“Marketing Grantham – ensuring that Grantham is marketed efficiently as well as externally.

Supporting Grantham - looking at ways the BID can support our local business community as well as encouraging business investment, alongside working in partnership to ensure that Grantham has a strong business support and advice network.

Working in Grantham – addressing skills issues in Grantham to improve recruitment for businesses and employment for local people.

Visiting Grantham – pulling together all Grantham’s history and heritage as a way of attracting visitors to our parks, our churches and our canal in order to realise the potential and promoting of Grantham”.

3.13. Some more detail on the BID proposals is set out in the prospectus. This has been circulated previously to all Members and is also available at <http://www.go-grantham.co.uk/bidproposal/>. As a five year plan, the prospectus is intended to be flexible and will change over time depending on the needs of the business community. Go Grantham intend to have active steering groups who will advise the Board about other projects that could be undertaken assuming the BID moves forward.

- 3.14. As part of the BID process the Council is required to undertake baseline service statements which set out current levels of service provision within the BID area for both statutory and non-statutory provision. These allow the BID Company to understand the level of services currently in place so that it can provide services and projects that are additional. These statements are not legally binding but do provide an outline of the commitment to the provision of services.
- 3.15. The Council will be the organisation responsible for collecting the BID levy and subsequently will incur costs to administer the collection. The Council will charge the BID to cover the costs of these activities.
- 3.16. In order that the BID company can begin delivering projects as soon as possible, assuming a successful vote, it is possible that a sum may need to be provided by the Council to Go Grantham Limited in advance of future payment of the Levy, on the basis that this sum will be taken from future collections of the levy. This will be the subject of a separate decision once the outcome of the ballot is known.
- 3.17. The Council as the relevant billing authority will need to enter into an Operating Agreement with the BID which sets out the arrangements for collection, and distribution of the funds collected. This will set out the timing of the distribution of funds after collection. The costs of undertaking the collection will be recharged to the BID. A draft Operating Agreement has been prepared and a final operating agreement will need to be determined should there be a successful vote. This will be the subject of a separate decision once the outcome of the ballot is known. The bid ballot is being administered by the Council. The applicable Regulations state that the BID proposer may be liable for the costs of the ballot if less than 20% of those businesses eligible to vote support the BID proposals.
- 3.18. If there is a successful outcome then a new board of directors will be appointed to Go Grantham Limited, with its memorandum and articles of association amended accordingly. The Council will be able to attend Board meetings as an observer and has the opportunity to nominate an appropriate person for election by eligible levy-payers to the Board.
- 3.19. The BID postal ballot is being held during the period from 2nd November to 30th November 2016. The poll will close at 5pm on Wednesday 30th November. The ballot is a secret ballot and Members are asked to cast their individual vote to determine how the Council, as a levy payer in the proposed BID, should vote. As a secret ballot, authority should be delegated to the Leader to cast the BID ballot vote on behalf of the Council. Whilst individual Members may debate how they intend to vote the vote of the Council as a whole must remain secret during the ballot process.

4. OTHER OPTIONS CONSIDERED

- 4.1 The options for the Council to consider are whether to vote 'for' or 'against' the proposal from Go Grantham to establish a Business Improvement District in Grantham. Like all eligible levy-payers, the Council needs to consider whether the benefits to itself and the local economy outweigh the additional costs that would entail through a successful outcome to the ballot.
- 4.2 These proposals are being promoted by Go Grantham Limited and will need to gain a majority of eligible levy-payer support to enable the scheme to be implemented. The Council's Economic Development Strategy approved by the Executive in July 2016 highlights the importance of creating Grantham as a leading sub-regional centre and the role that a BID can play in supporting this objective.
- 4.3 Whilst there is an additional cost to the Council of around £11,000 per annum, a successful BID will generate expenditure on programmes and projects to support businesses and the local economy generally in the order of £430,000 per annum across the lifetime of the BID. Whilst further discussions are to take place, the BID could also offer an opportunity for the Council to take advantage of through initiatives related to the commercialisation of its services.
- 4.4 Clearly the BID is for a defined area within and around Grantham. If successful through the ballot, it could however act as a positive pilot should businesses in other parts of the District wish to pursue a BID.

5. RESOURCE IMPLICATIONS

- 5.1 This report sets out the proposals to develop a Business Improvement District (BID) in Grantham and outlines the potential role and impact on the Council, if businesses identified as bid levy payers vote to proceed with a BID.
- 5.2. In the event that the ballot secures a decision to proceed, a non-profit BID company will oversee the delivery of the BID. The company will be fully resourced from the levy that it places on the BID area. The proposal indicates that the BID could generate in excess of £2.6million over the duration of the BID based on a levy of 1.5%.
- 5.3. Within the BID area the Council has a number of hereditaments and therefore it is a potential levy-payer itself. Based on the Go Grantham proposal, the BID Levy is estimated to cost the Council circa £11,000 per annum (based on its current hereditaments within the BID area) for the duration of the BID assuming a successful ballot.
- 5.4. The Council will have a key role in supporting the BID Company through the setting-up and management of a separate 'BID Revenue Account'. The Council will be responsible for billing, collecting and enforcement matters in

connection with the BID Levy. In order to support this function specialist software will need to be purchased, installed and tested ahead of the agreed billing date. It is important that sufficient time and the appropriate level of resources are set aside to complete these critical tasks.

- 5.5. Detailed discussions have taken place with the Council's software suppliers. This should enable a detailed project plan to be agreed to implement the software required. The cost to the Council of this will be £5,000 which is fully recoverable from Go Grantham Limited.
- 5.6. The Council and BID company's respective roles, responsibilities and obligations will be fully set-out in the Operating Agreement and associated schedules. A draft agreement has been prepared. It is understood that these arrangements are to be concluded on the basis that the Council will be fully reimbursed for all costs incurred in setting-up, operating and reporting on BID Levy matters.
- 5.7. The BID Regulations provide that all BID income and expenditure is accounted for through a separate 'BID Revenue Account'. This includes amounts which remain outstanding following enforcement action, details of which will be passed onto the BID Company to consider as part of debt management procedures. Therefore, the Council will not be responsible for any deficits arising within the BID Revenue Account.
- 5.8. Once approved the BID Levy will operate for 5 years after which a re-ballot is required to continue the BID Levy, otherwise the Operating Agreement will terminate.

6. RISK AND MITIGATION

- 6.1 Risk has been considered as part of this report and there are no specific high risks to the Council. The Council will be the ballot holder and is able to draw upon its expertise in elections alongside the experience of other authorities in holding BID ballots in order to minimise the risk to the Council. The financial risks to the Council prior to the outcome of the ballot are set out in the report and again liability on the Council has been minimised.

7. ISSUES ARISING FROM IMPACT ANALYSIS

- 7.1 The postal ballot may impact on persons with certain disabilities. Alternative formats of instructions can be provided on request and proxy voters can be appointed if required.

8. CRIME AND DISORDER IMPLICATIONS

- 8.1 The BID could provide an opportunity for the enhancement of existing community safety initiatives within Grantham.

9. COMMENTS OF FINANCIAL SERVICES

- 9.1 Based on current rateable values in respect of the properties occupied by the District Council, the estimated annual contribution is in the region of £11,000. The Council will be responsible for the billing, collection and maintenance of the BID area which will incur additional software, billing and recovery activity. It is anticipated that this additional work will be incorporated into existing resources but the Council will seek a contribution towards the costs incurred. The Council will be required to undertake the procuring of the billing software and its configuration prior to the BID ballot outcome and has secured the underwriting of these costs by the BID Company.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

- 10.1 The proposed ballot will be held in accordance with the Business Improvement Districts (England) Regulations 2004. The regulations determine that the ballot will be a postal ballot and that each person entitled to vote shall have one vote in respect of each business property occupied or owned in the BID ballot area and as determined in the BID prospectus. The person who signs the ballot paper must sign to confirm that they are entitled to vote on behalf of the body which they represent. There is a requirement for secrecy in the BID ballot process.

11. COMMENTS OF OTHER RELEVANT SERVICES

- 11.1 Baseline statements for relevant services have been provided to the BID promoter to ensure any service provided by a successful BID is additional to current provision. These can be made available to Members if so required.

REPORT TO COUNCIL

REPORT OF: Councillor Nick Craft. Executive Member, Environment

REPORT NO: CSL/102

DATE: 17th November 2016

TITLE:	Gambling Act Statement of Principles 2017- 2020	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	Policy Framework	
EXECUTIVE: NAME AND DESIGNATION:	Councillor Nick Craft Executive Member, Environment	
CONTACT OFFICER:	Mark Jones – Business Manager Neighbourhoods m.jones@southkesteven.gov.uk 01476 406297	
INITIAL IMPACT ANALYSIS: Equality and Diversity	Carried out and not applicable This is national legislation, deemed to comply with equality requirements	Full impact assessment Required: No
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	Gambling Commission Policy Statement Guidance March 2015:- http://www.gamblingcommission.gov.uk/pdf/GLA5---March-2015.pdf	

1. RECOMMENDATIONS

- 1.1 That the revised policy (Statement of Principles Gambling Act 2005) be adopted.

2. PURPOSE OF THE REPORT

- 2.1 To provide members with the background information in relation to the revision of the Gambling Statement of Principles and seek approval to adopt as per the recommendation above.

3. DETAILS OF REPORT

- 3.1 The Gambling Act 2005 became law on 1 September 2007 and modernised the law on gambling, introducing a new regulator for gambling – the Gambling Commission. It also introduced new licensing functions for local authorities, which include premises licences for casinos, bingo halls, adult and family entertainment centres and permits for gaming machines in public houses and other alcohol licensed premises.
- 3.2 Section 349 of the Gambling Act requires licensing authorities to produce a “statement of the principles that they propose to apply in exercising their functions”, applicable to a three year period.
- 3.3 The current Policy is now due to be reviewed and re-published by January 2017.

4 INFORMATION

- 4.1 Section 1 of the Gambling Act 2005 sets out the Licensing Objectives:

- Preventing gambling from being a source of crime and disorder, being associated with crime and disorder or being used to support crime;
- Ensuring that gambling is conducted in a fair and open way; and
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

The Licensing Authority must exercise its functions so as to be reasonably consistent with the licensing objectives.

- 4.2 Section 2 of the Gambling Act 2005 defines the Council as the Licensing Authority. The determination and publication of the gambling Statement of Principles is a matter for the full Council.
- 4.3 Section 153 of the Act requires that the Licensing Authority, in exercising its functions under the Act shall aim to permit the use of premises for gambling in so far as the authority thinks it is:

- in accordance with any codes of practice and guidance issued by the Gambling Commission,
 - reasonably consistent with the licensing objectives and
 - in accordance with the Policy published by the authority.
- 4.4 Section 349 of the Act requires the Council to consult on, publish and adopt a statement of principles for the area, which is subject to three yearly reviews from the first appointed day, namely 14 January 2014. The Gambling Statement of Principles is now due to be revised to cover the next successive three year period, January 2017 to January 2020.
- 4.5 Section 349(3) of the Act requires the Licensing Authority to consult the following on its statement of principles or any subsequent revision:
- The Chief Officer of Police
 - One or more persons who appear to the Authority to represent the interests of persons carrying on gambling businesses in the Authority's area; and
 - One or more persons who appear to the Authority to represent the interest of persons who are likely to be affected by the exercise of the Authority's functions under the Act.
- 4.6 The list of persons to be consulted when preparing the Statement of Principles is deliberately wide. This enables Licensing Authorities to undertake a comprehensive exercise with anyone who may be affected by, or otherwise have interest in, the Policy.
- 4.7 The draft of the proposed revised Statement is attached as Appendix 1. The Statement has been amended in accordance with the guidance issued by the Gambling Commission. In essence, the Statement remains the same and only changes made by legislation (*including agreed suggested amendments following consultation*), as highlighted in red and changes to enhance clarity as highlighted in blue, have been added.
- 4.8 The main change within the Statement relates to the Licensing Authority's expectations of applicants in terms of risk assessments and the provision of information on application of premises licences, applications to vary an existing premises licence or otherwise on request. The fundamental themes of the Statement remain unchanged.
- 4.9 An updated Statement under the Gambling Act 2005 has been put out for consultation to interested persons/organisations and to all Members of the Licensing Committee. The updated Statement was also placed on the Council's website. Furthermore, at the Alcohol, Entertainment and Late Night Refreshment Licensing Committee on 7th October 2016, Members were informed of the expiry of the consultation period and given details of responses received. Members were invited to contact the Licensing team should they wish to seek clarification on any matter contained in the draft Statement or schedule of responses.

- 4.10 The consultation period commenced on 15th August 2016 and ended on 25th September. One response was received and a schedule detailing the comments in the response as well as an appraisal and recommendation is attached as Appendix 2.

5. OTHER OPTIONS CONSIDERED

- 5.1 If the Council fails to introduce its reviewed Gambling Statement of Principles by January 2017, it cannot function as the Licensing Authority under the Gambling Act 2005.

6. RESOURCE IMPLICATIONS

- 6.1 The cost of the review and the subsequent implementation of the revised Statement of Principles will be met within existing budgets.

7. RISK AND MITIGATION

- 7.1 Risk has been considered as part of this report and any specific high risks are included in the table below:

Category Risk	Action / Controls
Failure to review and adopt document within statutory timescale (3 Years)	Project plan developed based on significant milestones (development, consultation, adoption)

8. ISSUES ARISING FROM IMPACT ANALYSIS

- 8.1 The proposed Statement provides guidance to licence applicants, and also to residents and businesses likely to be affected by the licensing process, or by licensed premises and activities.

9. CRIME AND DISORDER IMPLICATIONS

- 9.1 None arising directly from this report, but the Act does require a licensing authority to carry out its functions so as to be reasonably consistent with the three licensing objectives, one being: Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime.

10. COMMENTS OF FINANCIAL SERVICES

- 10.1 Any financial implications arising from the formation and adoption of the Policy will be met from existing resources.

11. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

- 11.1 Under section 2 of the Gambling Act, district councils are deemed Licensing Authorities for the purposes of gambling in England and Wales. By Section 349 of the Gambling Act and Regulations made there under, the Council is required to publish its Statement of Principles applicable to a 3 year period. Section 154 stipulates that adoption of the Act must be undertaken by full Council and cannot be delegated.

12. COMMENTS OF OTHER RELEVANT SERVICES

- 12.1 None

13. APPENDICES:

Appendix 1: Gambling Act Draft Policy Version- 2017 – 2020
Appendix 2: Responses to the consultation



your council working for you

Statement of Principles Gambling Act 2005

Revised

Gambling Statement of Principles
January 2017 - 2020

Gambling Statement of Principles January 2017 - 2020

Red = New

Blue = Amendment

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SOUTH KESTEVEN DISTRICT COUNCIL

STATEMENT OF PRINCIPLES – GAMBLING ACT 2005

Part A

1. Introduction

1.1. South Kesteven District Council (hereinafter referred to as the 'Licensing Authority') is responsible for the licensing of premises and the issue of permits and authorisations under the Gambling Act 2005 ('the Act'). The Licensing Authority's main functions under the Act are to:

- be responsible for the licensing of premises where gambling activities are to take place by issuing Premises Licences
- issue provisional statements
- regulate members' clubs who wish to undertake certain gaming activities, via the issuing of club gaming permits and / or club machine permits
- issue club machine permits to commercial clubs
- grant permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres
- receive notifications, from premises licensed for the sale and consumption of alcohol on the premises (under the Licensing Act 2003) for the use of two or fewer gaming machines
- issue gaming machine permits, to premises licensed for the sale and consumption of alcohol on the premises (under the Licensing Act 2003) where there are more than two machines
- register small society lotteries below prescribed thresholds
- issue prize gaming permits
- receive and endorse temporary use notices (TUNs)
- receive occasional use notices (OUNs)
- provide information to the Gambling Commission regarding details of licences and permits issued (see section 7 within Part A of this Policy Statement 'Exchange of Information')
- maintain registers of the permits and licences that are issued under these functions

1.2. This Statement of Principles is intended to provide clarity to applicants, interested parties and Responsible Authorities on how this Licensing Authority will determine applications. Guidance is available to assist applicants.

2. The Licensing Objectives

2.1 In exercising most of their functions under the Act, Licensing Authorities must have regard to the Licensing Objectives as set out in Part 1, Section 1 of the Act and within the Gambling Commission's Guidance to Licensing Authorities. The Licensing Objectives are:

- to prevent gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- to ensure that gambling is conducted in a fair and open way
- to protect children and other vulnerable persons from being harmed or exploited by gambling

NB: It should be noted that the Gambling Commission has stated: "The requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling."

2.2 This Licensing Authority is aware that, as per Part 8 Section 153 of the Act, in making decisions about Premises Licences and Temporary Use Notices it should aim to permit the use of premises for gambling in so far as it thinks it is:

- in accordance with any relevant Code of Practice issued by the Gambling Commission
- in accordance with any relevant guidance issued by the Gambling Commission
- reasonably consistent with the Licensing Objectives
- in accordance with the Licensing Authority's Statement of Principles

3. General Matters

3.1 South Kesteven District Council is situated in the south-west corner of the county of Lincolnshire which contains 7 District Councils in total. The area has a population of 138,900 (as detailed in the population projection by the Office for National Statistics) making it the second largest district in the County in terms of population. In terms of area it is the fourth largest, covering 365 square miles. The area is mainly rural with 4 urban areas comprising of Grantham in the north of the district, with the towns of Stamford, Bourne and The Deepings in the south of the district. Additionally there are 100 villages and hamlets in the district.

3.2 At the time of reviewing this policy the Licensing Authority was responsible for the following number of Premises Licences and Permits:

Betting Premises	11
Bingo Premises	1
Adult Gaming Centres (AGCs)	2
Family Entertainment Centres (FECs)	1
Club Gaming Machine Permits	12
Alcohol Licensed Premises Gaming Machine	106

Permits – over 2 machines	
Alcohol Licensed Premises Notifications of up to 2 Gaming Machines	116 124
Small Society Lotteries	135 114

- 3.3 The Licensing Authority has worked in partnership with the other Councils in the county in preparing this Statement of Principles which is based, ~~in part, on the Guidance to Local Authorities, issued by the Gambling Commission. on the Draft Statement of Principles Guidance issued by the Department of Culture, Media and Sport (DCMS); the Gambling Commission (the Commission) and The Local Government Association (formerly LACORS).~~
- 3.4 In adopting this Statement of Principles the Licensing Authority recognises its duties to consider the impact of all its functions and decisions on crime and disorder under the requirements of Section 17 of the Crime and Disorder Act 1998. The Council acknowledges the benefits to the community of properly regulating gambling in the district.
- 3.5 The Licensing Act 2003 provides the delegated and procedural arrangements for the establishment of Licensing Authorities.
- 3.6 Licensing Committees established under Part 2, Section 6 of the Licensing Act 2003 are also the relevant Committees for the purpose of gambling functions. Therefore, the same Committee that deals with applications and other issues in relation to the Licensing Act 2003 will also be responsible for Premises Licence applications and other issues (e.g. permits) in relation to gambling.
- 3.7 The proceedings of the Licensing Committee are regulated by Part 2, Section 9 of the Licensing Act 2003 and regulations made under that section. Particular provision can be made for proceedings relating solely to the Licensing Act 2003 functions or just the Gambling Act 2005 functions.
- 3.8 The functions of the Licensing Authority under the Act may be carried out by the Licensing Committee, by a Sub-Committee or by one or more officers acting under delegated authority. Delegated powers shall be in accordance with the table at Appendix 1 of this document.
- 3.9 Licensing Authorities are required by the Gambling Act 2005 to publish a Statement of Principles which they propose to apply when exercising their functions. This statement must be published at least every three years. The statement must also be reviewed as required and any amended parts re-consulted upon. The statement must be then re-published.
- 3.10 The Licensing Authority consulted widely upon this Statement of Principles before finalising and publishing. A list of the parties consulted is provided in Appendix 2. The consultation period was from 15 August until 25 September 2016.

3.11 The Gambling Act 2005 requires that the following parties be consulted by Licensing Authorities:

- the Chief Officer of Police (Chief Constable)
- one or more persons who appear to the Licensing Authority to represent the interests of persons carrying on gambling businesses in the Licensing Authority's area
- one or more persons who appear to the Licensing Authority to represent the interests of persons who are likely to be affected by the exercise of the Licensing Authority's functions under the Gambling Act 2005

3.12 A copy of this document can be found on the Council's website. Copies will be available from the Council Offices, St Peter's Hill, Grantham, Lincolnshire NG31 6PZ.

3.13 It should be noted that this Statement of Principles will not override the right of any person to make an application, make representations about an application or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.

Further information is available on the Council's website <http://www.southkesteven.gov.uk>

4. Declaration

4.1 In producing the final statement the Licensing Authority declares that it has had regard to the Licensing Objectives of the Gambling Act 2005; the guidance issued by the Gambling Commission; and any responses from those consulted on this statement.

5. Responsible Authorities

5.1 This Licensing Authority is required by regulations to state the principles it will apply in exercising its powers under Part 8, section 157 (h) of the Act to designate, in writing, a body which is competent to advise the Authority about the protection of children from harm. The principles are:

- the need for the body to be responsible for an area covering the whole of the Licensing Authority's area
- the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group
- that this body has proven documented experience in dealing with the protection of children. The body considered competent by this Licensing Authority for this purpose is Lincolnshire Safeguarding Children Board

6. Interested parties

- 6.1 Interested parties can make representations about licence applications or apply for a review of an existing licence. Interested parties are defined in the Act as follows:

“For the purposes of this part a person is an Interested Party in relation to an application for or in respect of a Premises Licence if, in the opinion of the Licensing Authority which issues the licence or to which the application is made, the person:

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities
- b) has business interests that might be affected by the authorised activities
- c) represents persons who satisfy paragraph (a) or (b) e.g. Members of Parliament (MPs) and Ward Councillors.”

6.2 Principles of determining Interested Parties

The Licensing Authority is required, by regulations, to state the principles it will apply in exercising its powers under the Gambling Act 2005 to determine whether a person is an interested party.

The Licensing Authority, in determining whether a person is an Interested Party, will consider each case on its merits. The Authority will not apply a rigid rule to its decision making. In reaching its decision the Licensing Authority will consider factors such as the likelihood of the person/business being affected by the licensable activities at the premises as well as the geographical proximity. Larger premises may affect people over a broader geographical area than smaller premises offering the same facilities.

“Business interests” will be given its widest possible interpretation and may include partnerships, charities, faith groups and medical practices.

Interested parties can be people who are democratically elected such as Councillors and MPs. This will include County, District and Parish Councillors providing they represent the ward likely to be affected. Other than these persons the Licensing Authority will require written evidence that a person represents someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activity(ies) and / or has business interest(s) that might be affected by the authorised activity(ies). A letter from one of these persons requesting the representation is sufficient.

- 6.3 If individuals wish to approach Councillors to ask them to represent their views then care should be taken that the Councillors are not part of the Licensing Committee dealing with the licence application. If there are any doubts then please contact Democratic Services by telephone on (01476) 40 60 80.

7. Exchange of Information

- 7.1 The Licensing Authority may share information received in the exercise of its functions with the Gambling Commission; a Responsible Authority as defined by the Act; an authorised officer of another Licensing Authority; The Gambling Appeal Tribunal; The National Lottery Commission or the Secretary of State.
- 7.2 The Licensing Authority will act in accordance with the Gambling Act 2005 in its exchange of information which includes the provision that the Data Protection Act 1998 will not be contravened.
- 7.3 The Licensing Authority will also have regard to any guidance issued by the Gambling Commission to Licensing Authorities as well as any relevant regulations issued by the Secretary of State under powers provided in the Gambling Act 2005.
- 7.4 The Licensing Authority will inform the Gambling Commission without delay if:
- information that causes the Licensing Authority to question the suitability of a person or business holding or applying to hold an Operating Licence is received
 - there are persistent or serious disorder problems that an Operator could or should do more to prevent so that the Commission may consider the continuing suitability of the operator to hold an Operating Licence
 - it comes to the Licensing Authority's attention that alcohol-licensed premises, clubs or institutes are playing bingo during the course of a week which involves significant stakes and prizes that make it possible that £2,000 in seven days is being exceeded
 - there is any other reasonable and relevant information that the Licensing Authority is of the opinion that the Gambling Commission should be made aware of
- 7.5 Should any protocols be established regarding information exchange with other bodies then they will be made available on request.
- 7.6 The Council is a signatory to the joint Protocol on Information Exchange **under the provisions of Section 115 of the Crime and Disorder Act 1998** between South Kesteven District Council and all other Responsible Authority partners within Lincolnshire. The Council will seek to use this provision as appropriate.

8. Enforcement and inspection

- 8.1 Licensing Authorities are required by regulation, under the Gambling Act 2005, to state the principles to be applied by the Authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises and the powers under Part 18, Section 346 of the Act to instigate criminal proceedings in respect of the offences specified.
- 8.2 The Licensing Authority's principles are that it will be guided by the Gambling Commission's Guidance to Licensing Authorities and it will endeavour to be:
- proportionate - regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised
 - accountable - regulators must be able to justify decisions, and be subject to public scrutiny
 - consistent - rules and standards must be joined up and implemented fairly
 - transparent - regulators should be open, and keep regulations simple and user friendly
 - targeted - regulation should be focused on the problem, and minimise side effects.
- 8.3 The main enforcement and compliance role for this Licensing Authority in terms of the Gambling Act 2005 will be to ensure compliance with the Premises Licences and other permissions which it authorises. The Gambling Commission will be the enforcement body for the Operator and Personal Licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines will not be dealt with by the Licensing Authority but will be notified to the Gambling Commission.
- 8.4 As per the Gambling Commission's Guidance to Licensing Authorities this Licensing Authority will endeavour to avoid duplication with other regulatory regimes so far as possible.
- 8.5 The Licensing Authority has implemented a risk-based inspection programme based on:
- the Licensing Objectives
 - relevant Codes of Practice
 - guidance issued by the Gambling Commission
 - the principles set out in this Statement of Principles
- 8.6 This Licensing Authority carries out risk-based regular operations with other agencies including the Gambling Commission and the Police to ensure the objectives are being promoted. This includes test purchasing operations to ensure children and the vulnerable are being protected where required.

- 8.7 As a general rule the Licensing Authority will consider formal action where there is evidence that the Licensing Objectives are being adversely affected.
- 8.8 Premises Licence holders are advised that where, following the receipt of a warning or warnings in relation to a Premises Licence breach or breaches, an Operator subsequently breaches the licence conditions the Licensing Authority will seek to review the Premises Licence.
- 8.9 The Licensing Authority keeps itself informed of developments regarding the work of the Better Regulation Executive in its consideration of the regulatory functions of Local Authorities.
- 8.10 In considering enforcement action the Licensing Authority will bear in mind the Human Rights Act 1998 in particular - Part I, The Convention, Rights And Freedoms:
- Article 6 – Right To A Fair Trial
 - Article 8 – Right To Respect For Private And Family Life
 - Article 10 – Freedom Of Expression

and Part II, The First Protocol:

- Article 1 – Protection of Property: Every natural or legal person is entitled to the peaceful enjoyment of his possessions
- 8.11 The Licensing Authority has established protocols with the Police and other enforcing Authorities. These protocols will provide for the targeting of agreed problem and high-risk premises whilst applying a lighter touch to low-risk premises.

Enforcement action will be taken in accordance with the Licensing Authority's own enforcement policy which reflects the agreed principles that are consistent with the Regulatory Code. To this end the key principles of targeting, consistency, transparency and proportionality will be maintained.

9 Risk Assessment and Local Area Profiles

9.1 Risk Assessment

9.2 *The Licensing Authority expects applicants to have a good understanding of the area in which they either operate, or intend to operate. The applicant will have to provide evidence that they meet the criteria set out in this policy and demonstrate that in operating the premises they will promote the licensing objectives.*

9.3 *The Gambling Commission have introduced a Social Responsibility Code of Practice requiring operators of premises used for gambling to assess the local risks to the licensing objectives posed by the provision of*

gambling facilities at their premises, and have policies, procedures and control measures to mitigate those risks. In making these risk assessments, licensees must take into account relevant matters identified in the licensing authority's statement of licensing policy. The Commission have also produced an ordinary Code of Practice stating this risk assessment should be shared with the licensing authority in the following circumstances:

- when applying for premises licence,*
- applying for a variation to existing licensed premises, or*
- otherwise on request.*

9.4 The Licensing Authority expects applicants for Premises Licences in its area to comply with the risk assessment requirement. The risk assessment should demonstrate the applicant has considered, as a minimum:

- local crime statistics;*
- any problems in the area relating to gambling establishments such as anti-social behaviour;*
- the location of any nearby sensitive premises, such as hostels and other facilities used by vulnerable persons e.g. drug and alcohol addictions;*
- ~~whether there is a prevalence of street drinking in the area, which may increase the risk of vulnerable persons using the premises;~~*
- whether there is any indication of problems in the area with young persons attempting to access adult gambling facilities of that type of gambling premises in the area.*

Applicants should liaise with other gambling operators in the area to identify risks and consult with any relevant responsible authorities as necessary.

10 Local Area Profiles

10.1 Risk assessments can make reference to the council's area profile which may be compiled with respect to reported gambling-related problems in an area. At the time of preparing this edition of the Statement of Licensing Policy, there has been no evidence presented to South Kesteven District Council to support the assertion that any part of the area had or is experiencing problems from gambling activities. The position will be kept under review and, in the event that it changes, research will be carried out to discover the extent of the problems and to prepare an Area Profile accordingly.

Part B

Premises Licences

1. General Principles

- 1.1 Premises Licences are subject to the requirements set out in the Gambling Act 2005 and regulations, as well as specific mandatory and default conditions, issued by the Secretary of State. Licensing Authorities are able to exclude default conditions and also attach others where it is believed to be appropriate.

This Licensing Authority is aware that in making decisions about Premises Licences it should aim to permit the use of premises for gambling in so far as it thinks it is:

- in accordance with any relevant Code of Practice issued by the Gambling Commission
- in accordance with any relevant guidance issued by the Gambling Commission
- reasonably consistent with the Licensing Objectives and
- in accordance with this Licensing Authority's Statement of Principles

- 1.2 Though licensing authorities are required to 'aim to permit' gambling, there is wide scope for them to impose conditions on Premises Licences or to reject, review or revoke Premises Licences where there is a clear evidence of conflict with the relevant Codes of Practice, Guidance to Licensing Authorities, the licensing objectives or this Statement of Licensing Policy.*

- 1.3 Licensing authorities can request any information from an operator they may require in order to make licensing decisions. The Gambling Act 2005 requires a minimum level of information which must be provided, but the Gambling Commission state in their Guidance to Licensing Authorities that this does not preclude licensing authorities from making reasonable requests for any additional information they may require to satisfy themselves their decision is reasonably consistent with the licensing objectives and Codes of Practice. This may include, for example, a business plan or the operator's own risk assessment with regard to the licensing objectives at a local level.*

- 1.4 It is appreciated that, as per the Gambling Commission's Guidance to Licensing Authorities, "...moral or ethical objections to gambling are not a valid reason to reject applications for premises licences" and also that unmet demand is not a criterion for a Licensing Authority.

- 1.5 Premises Licences authorise the provision of gambling facilities on the following:

- Casino premises
- Bingo premises

- Betting premises (including race tracks used by betting intermediaries)
- Adult Gaming Centres (AGCs)
- Family Entertainment Centres (FECs)

1.6 **Definition of 'premises'**

Premises is defined in the Act as "any place". Different Premises Licences cannot apply in respect of a single premise at different times. However, it is possible for a single building to be subject to more than one Premises Licence, provided that they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple-unit premises such as a theme park, track or shopping centre to obtain discrete Premises Licences, where appropriate safeguards are in place.

However, the Licensing Authority will pay particular attention if there are issues about the sub-division of a single building or plot and will ensure that mandatory conditions relating to access between premises are observed. Each case will be judged on its individual merits.

- 1.7 The Gambling Commission states in its Guidance to Licensing Authorities that "...In most cases the expectation is that a single building/plot will be the subject of an application for a licence, for example, 32 High Street. But that does not mean that 32 High Street cannot be the subject of separate premises licences for the basement and ground floor, if they are configured acceptably. Whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances. The location of the premises will clearly be an important consideration and the suitability of the division is likely to be a matter for discussion between the operator and the licensing officer. However, the Commission does not consider that areas of a building that are artificially or temporarily separated for example by ropes or moveable partitions can be properly regarded as different premises."

This Licensing Authority takes particular note of the Gambling Commission's Guidance to Licensing Authorities which states that:

"Licensing authorities should take particular care in considering applications for multiple premises licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular they should be aware of the following:

- The third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to, or closely observe gambling where they are prohibited from participating
- Entrances to and exits from parts of a building covered by one or

more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not 'drift' into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit.

- Customers should be able to participate in the activity named on the premises licence."

1.8 The Guidance also gives a list of factors which the Licensing Authority should be aware of in determining whether two or more proposed premises are truly separate which may include:

- Is a separate registration for business rates in place for the premises?
- Is the premises' neighbouring premises owned by the same person or someone else?
- Can each of the premises be accessed from the street or a public passageway?
- Can the premises only be accessed from any other gambling premises?

The Licensing Authority will consider these and other relevant factors in making its decision depending on all the circumstances of the case.

1.9 The Gambling Commission's relevant access provisions for each premises type, stated within their Guidance to Local Authorities, are reproduced below:

Casinos

- the principal access entrance to the premises must be from a street (as defined at 7.23 of the guidance)
- no entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons
- no customer must be able to enter a casino directly from any other premises which holds a gambling premises licence.

Adult gaming centres

- no customer must be able to access the premises directly from any other licensed gambling premises.

Betting Shops

- access must be from a street (as defined at 7.23 of the guidance) or from another premises with a betting premises licence
- no direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind and you could not have a betting shop at the back of a café – the whole area would have to be licensed.

Tracks

- no customer should be able to access the premises directly from:
 - a casino
 - an adult gaming centre.

Bingo premises

- no customer should be able to access the premises directly from:
 - a casino
 - an adult gaming centre
 - a betting premises, other than a track

Family Entertainment Centre

- no customer must be able to access the premises directly from:
 - a casino
 - an adult gaming centre
 - a betting premises, other than a track.

Part 7 of the Gambling Commission's Guidance to Licensing Authorities contains further guidance on this issue which this Licensing Authority will also take into account in its decision making.

1.10 Premises 'ready for gambling'

The Gambling Commission's Guidance to Licensing Authorities states that "...a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use."

1.11 In deciding whether a Premises Licence can be granted where there is outstanding construction or alteration works at the premises this Licensing Authority will determine applications on their merits, applying a two stage consideration process:

- first, "...whether...the premises ought to be permitted to be used for gambling
- second, ...whether...appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place"

If the construction of a premises is not yet complete, or if they need alteration, or if the applicant does not yet have a right to occupy them, then an application for a Provisional Statement can be made instead.

Applicants should note that this Licensing Authority is entitled to decide that it is appropriate to grant a Licence subject to condition but it is not obliged to grant such a Licence.

More detailed examples of the circumstances in which such a Licence may be granted can be found at Sections 7.59-7.65 of the Gambling Commission's Guidance to Licensing Authorities.

1.12 Location

This Licensing Authority is aware that demand issues cannot be considered with regard to the location of premises, but that considerations in terms of the Licensing Objectives are relevant to its decision making.

As per the Gambling Commission's Guidance to Licensing Authorities, this Licensing Authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. Should any specific policy be decided upon with regard to areas where gambling premises should not be located this statement will be updated. It should be noted that any such policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how potential concerns can be overcome.

1.13 Planning

The Gambling Commission Guidance to Licensing Authorities states: "In determining applications the licensing authority has a duty to take into consideration all relevant matters and not take into consideration any irrelevant matter, in effect those not related to gambling and the licensing objectives. One example of an irrelevant factor would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal."

- 1.14 This Licensing Authority will not take into account any irrelevant matters as per the above guidance. In addition this Licensing Authority notes the following excerpt from the guidance.

"When dealing with a premises licence application for finished buildings, the licensing authority should not take into account whether those buildings have or comply with the necessary planning or building consents. Nor should fire or health and safety risks be taken into account. Those matters should be dealt with under relevant planning control, building and other regulations, and not form part of the consideration for the premises licence. Section 210 of the Act prevents licensing authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence application. Equally the grant of a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building."

1.15 **Duplication with other regulatory regimes**

This Licensing Authority will seek to avoid any duplication with other statutory / regulatory systems where possible, including planning. This Licensing Authority will not consider whether a licence application is likely to be awarded planning permission or building regulations approval in its consideration of it. It will though listen to, and consider carefully, any concerns about conditions which cannot be met by Licensees due to planning restrictions should such a situation arise.

- 1.16 When dealing with a premises licence application for finished buildings, this authority will not take into account whether those buildings have to comply with the necessary planning or building consents. Fire or health and safety risks will not be taken into account, as these matters are dealt with under relevant planning control, buildings and other regulations and must not form part of the consideration for the premises licence.

1.17 **Licensing Objectives**

Premises Licences granted must be reasonably consistent with the Licensing Objectives. With regard to these Objectives, this Licensing Authority has considered the Gambling Commission's Guidance to Licensing Authorities and some comments are made below:

Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime

This Licensing Authority is aware that the Gambling Commission will be taking a leading role in preventing gambling from being a source of crime. The Gambling Commission's Guidance to Licensing Authorities however does envisage that licensing authorities should pay attention to the proposed location of gambling premises in terms of this Licensing Objective. Thus, where an area has known high levels of organised crime this Licensing Authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors. This Licensing Authority is aware of the distinction between disorder and nuisance and will consider factors such as whether Police assistance was required and how threatening the behaviour was to those who could see it, so as to make that distinction.

Ensuring that gambling is conducted in a fair and open way

This Licensing Authority has noted that the Gambling Commission has stated that it would generally not expect licensing authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences. There is however more of a role with regard to tracks, which is explained in more detail within the 'Tracks' section (item 7 on page 23).

Protecting children and other vulnerable persons from being harmed or exploited by gambling

This Licensing Authority has noted the Gambling Commission's Guidance to Licensing Authorities which states that this objective means "...preventing them from taking part in gambling and for there to be restrictions on advertising so that gambling products are not aimed at children or advertised in such a way that makes them particularly attractive to children...". This Licensing Authority will therefore consider, as suggested in this guidance, whether specific measures are required at particular premises with regard to this licensing objective. Appropriate measures may include supervision of entrances / machines, segregation of areas etc.

This Licensing Authority is also aware of the Gambling Commission Code for Socially Responsible Advertising as regards this licensing objective in relation to specific premises.

In considering the term 'vulnerable persons' it is noted that the Gambling Commission's guidance does not seek to offer a definition but states that "...it does for regulatory purposes assume that this group includes people who gamble more than they want to; people who gamble beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to mental health needs, learning disability, or substance misuse relating to alcohol or drugs." This Licensing Authority will consider this licensing objective on a case by case basis.

1.18 Conditions

Any conditions attached to licences will be proportionate and will be:

- relevant to the need to make the proposed building suitable as a gambling facility
- directly related to the premises and the type of licence applied for
- fairly and reasonably related to the scale and type of premises
- reasonable in all other respects

Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures this Licensing Authority will consider utilising should there be a perceived need, such as the use of Door Supervisors and appropriate signage for adult-only areas etc. There are specific comments made in this regard under some of the licence types below. This Licensing Authority will also expect the licence applicant to offer his/her own suggestions as to the way in which the licensing objectives can be met effectively.

This Licensing Authority will also consider specific measures which may be required for buildings which are subject to multiple Premises Licences.

Such measures may include the supervision of entrances, segregation of gambling from non-gambling areas frequented by children and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives. These matters are in accordance with the Gambling Commission's Guidance to Licensing Authorities.

This Licensing Authority will also ensure that where Category C or above machines are on offer in premises to which children are admitted:

- all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance
- only adults are admitted to the area where these machines are located
- access to the area where the machines are located is supervised
- the area where these machines are located is arranged so that it can be observed by the staff or the licence holder
- at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

These considerations will apply to premises including buildings where multiple Premises Licences are applicable.

This Licensing Authority is aware that tracks may be subject to one or more than one Premises Licence, provided each Licence relates to a specified area of the track. As per the Gambling Commission's Guidance to Licensing Authorities, this Licensing Authority will consider the impact upon the third Licensing Objective, (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling), and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

It is noted that there are conditions which this Licensing Authority cannot attach to premises licences which are:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition
- conditions relating to gaming machine categories, numbers, or method of operation
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated)
- conditions in relation to stakes, fees, winnings or prizes.

1.19 Door Supervisors

If there are concerns that premises may attract disorder or be subject to unauthorised access by children and young persons, then this Licensing Authority may require that door supervisors control entrances to the premises. This Licensing Authority recognises that each premises application shall be treated on its own merit. In addition, the Licensing Authority shall take into account the previous trading history of the type of premises proposed and that any decision shall be necessary and proportionate.

- 1.20 Where door supervisors are imposed as a condition on a premises licence (except casino or bingo premises), Part 8, Section 178 of the Act requires that any person employed in that capacity will hold a relevant licence issued by the Security Industry Authority (SIA).

2. Adult Gaming Centres (AGCs)

- 2.1 This Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not have access to the premises.

- 2.2 This Licensing Authority may consider measures to meet the licensing objectives such as:

- proof of age schemes
- CCTV
- supervision of entrances / machine areas (e.g. use of door supervisors)
- physical separation of areas
- location of entry
- notices / signage
- specific opening hours
- self-exclusion schemes
- provision of information leaflets/helpline numbers for organisations such as GamCare

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 2.3 This Licensing Authority will expect applicants to adopt an approved proof of age scheme (such as Challenge 21) for staff to be suitably trained and aware of the gambling laws, social responsibility and statutory requirements relating to age restrictions.

3. Licensed Family Entertainment Centres (FECs)

- 3.1 This Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the Authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult- only gaming machine areas. Children and young persons are permitted to enter an FEC and may play on Category D machines. They are not permitted to play on Category C machines, and it is a requirement that there is clear segregation between the two types of machine, to prevent access by children and young persons to Category C machines.
- 3.2 This Licensing Authority may consider measures to meet the licensing objectives such as:
- CCTV
 - supervision of entrances / machine areas (e.g. use of door supervisors)
 - physical separation of areas
 - location of entry
 - notices / signage
 - specific opening hours
 - self-exclusion schemes
 - provision of information leaflets/helpline numbers for organisations such as GamCare
 - measures/training for staff on how to deal with suspected truant school children on the premises

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 3.3 The Licensing Authority expects that there will be dedicated staff supervision of FEC areas whether using a premises licence or permit. The Authority expects applicants to provide evidence to show that such direct supervision is in place
- 3.4 This Licensing Authority will, as per the Gambling Commission's guidance, refer to the Commission's website to see any conditions that apply to operating licences covering the way in which the area containing the category C machines should be delineated.

4. Casinos

- 4.1 Resolution not to issue casino licences – this Licensing Authority has not passed a 'no casino' resolution under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. Should this Licensing Authority decide in the future to pass such a resolution, it will update this statement of principles with details of that resolution. Any such resolution will be made by the Full Council.

5. Bingo premises

- 5.1 This Licensing Authority notes that the Gambling Commission's Guidance to Licensing Authorities states in paragraph 18.5:

"Licensing authorities need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. An operator may choose to vary their licence to exclude a previously licensed area of that premises, and then apply for a new premise licence, or multiple new premises licences, with the aim of creating separate premises in that area, essentially providing multiple licensed premises within a single building or site. Before issuing additional bingo premises licences, licensing authorities need to consider whether bingo can be played at each of those new premises. ~~This is a relevant consideration where the operator of an existing bingo premises applies to vary their licence to exclude an area of the existing premises from its ambit and then applies for a new premises licence, or multiple licences, for that or those excluded areas."~~

- 5.2 This Licensing Authority also notes the guidance at paragraph 18.9 of the Gambling Commission's Guidance to Licensing Authorities, regarding the unusual circumstances in which the splitting of a pre-existing premises into two adjacent premises might be permitted and in particular that it is not permissible to locate sixteen category B3 gaming machines in one of the resulting premises as the gaming machine entitlement for that premises would be exceeded.
- 5.3 Children and young persons are allowed into bingo premises however, they are not permitted to participate in the bingo and if Category B and C machines are made available for use these must be separated from areas where children and young people are allowed.
- 5.4 In accordance with the Gambling Commission's Guidance to Licensing Authorities, the Licensing Authority recognises that it is important that if children are allowed to enter premises licensed for bingo that they do not participate in gambling other than on Category D machines. Where Category C or above machines are available in the bingo premises to which children are admitted, the Licensing Authority will seek to ensure that:
- all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance
 - only adults are admitted to the area where the machines are located
 - access to the area where the machines are located is supervised
 - the area where the machines are located is arranged so that it can be observed by staff of the Operator or the Licence holder
 - at the entrance to and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

- 5.5 Where bingo is provided in alcohol-licensed premises and it reaches a certain threshold, it will no longer be authorised as equal chance gaming and a Bingo Operating Licence will need to be obtained from the Gambling Commission. The aim of this provision is to prevent bingo becoming a predominant commercial activity on non-gambling premises.

6. Betting premises

- 6.1 This Licensing Authority is responsible for issuing and monitoring Premises Licences for all betting premises. Children and young persons are not permitted entry to a premise with a Betting Premises Licence. They may, however, be permitted entry to tracks and special rules will apply. The Licensing Authority recommends that an applicant for gaming machines in betting premises considers carefully the location of betting machines to ensure that they are not in sight of the entrance of the premises.
- 6.2 Betting machines - this Licensing Authority will, as per the Gambling Commission's Guidance to Licensing Authorities, take into account the size of the premises; the number of counter positions available for person-to-person transactions; and the ability of staff to monitor the use of the machines by vulnerable people or by children and young persons (it is an offence for those under 18 to bet) when considering the number / nature / circumstances of betting machines an operator wants to offer.

7. Tracks

- 7.1 There are currently no tracks operating in the district - however this Statement of Principles will be amended with appropriate regulation should such a facility require licensing within the district.

8. Travelling Fairs

- 8.1 This Licensing Authority is responsible for deciding whether, where category D machines and / or equal chance prize gaming without a permit are to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.
- 8.2 This Licensing Authority will also consider whether the applicant falls within the statutory definition of a travelling fair.
- 8.3 It has been noted that the 27-day statutory maximum for the land being used as a fair applies on a calendar year basis and that it applies to the piece of land on which the fairs are held regardless of whether it is the same or different travelling fairs occupying the land. This Licensing Authority will work with its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

9. Provisional Statements

- 9.1 Developers may wish to apply to this authority for a Provisional Statement before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a Premises Licence. There is no need for the applicant to hold an Operating Licence in order to apply for a Provisional Statement.
- 9.2 Part 8, Section 204 of the Gambling Act 2005 provides for a person to make an application to the Licensing Authority for a Provisional Statement in respect of premises that he / she:
- expects to be constructed
 - expects to be altered
 - expects to acquire a right to occupy
- 9.3 The process for considering an application for a Provisional Statement is the same as that for a Premises Licence application. The applicant is obliged to give notice of the application in the same way as applying for a Premises Licence. Responsible Authorities and Interested Parties may make representations and there are rights of appeal.
- 9.4 In contrast to the Premises Licence application the applicant does not have to hold or have applied for an Operating Licence from the Gambling Commission (except in the case of a track) and they do not have to have a right to occupy the premises in respect of which their Provisional Application is made.
- 9.5 The holder of the Provisional Statement may then apply for a Premises Licence once the premises is constructed, altered or acquired. This Licensing Authority will be constrained in the matters it can consider when determining the Premises Licence application, and in terms of representations about Premises Licence applications that follow the grant of a Provisional Statement, no further representations from relevant Authorities or interested parties can be taken into account unless:
- they concern matters which could not have been addressed at the Provisional Statement stage
 - they reflect a change in the applicant's circumstances
- 9.6 In addition the Licensing Authority may refuse the Premises Licence (or grant it on terms different to those attached to the Provisional Statement) only by reference to matters:
- which could not have been raised by objectors at the Provisional Statement stage
 - which in the Licensing Authority's opinion reflect a change in the Operator's circumstances
 - where the premises have not been constructed in accordance with the plan submitted with the application. This must be a

substantial change to the plan and this Licensing Authority notes that it can discuss any concerns it has with the applicant before making a decision.

10. Reviews

- 10.1 Requests for a review of a Premises Licence can be made by Interested Parties or Responsible Authorities. However, it is for this Licensing Authority to decide whether the review is to be carried out. This will be on the basis of whether the request for the review is relevant to the matters listed below:
- in accordance with any relevant Code of Practice issued by the Gambling Commission
 - in accordance with any relevant guidance issued by the Gambling Commission
 - reasonably consistent with the Licensing Objectives
 - in accordance with this Licensing Authority's Statement of Principles.
- 10.2 The request for the review will also be subject to the consideration by this Licensing Authority as to whether the request is frivolous, vexatious or whether it will certainly not cause the Licensing Authority to wish to alter / revoke / suspend the Licence, or whether it is substantially the same as previous representation(s) or request(s) for review.
- 10.3 This Licensing Authority can also initiate a review of a particular Premises Licence or a particular class of Premises Licence on the basis of any reason which it thinks appropriate.
- 10.4 Once a valid application for review has been received by this Licensing Authority representations can be made by Responsible Authorities and Interested Parties during a 28 day period. This period begins 7 days after the application is received by this Licensing Authority who will publish notice of the application within 7 days of receipt.
- 10.5 This Licensing Authority must carry out the review as soon as possible after the 28 day period for making representations has passed.
- 10.6 The purpose of the review will be to determine whether the Licensing Authority should take any action in relation to the Licence. If action is justified the options open to this Licensing Authority are to:
- add, remove or amend a Licence condition imposed by the Licensing Authority
 - exclude a default condition imposed by the Secretary of State (e.g. opening hours) or remove or amend such a condition
 - suspend the Premises Licence for a period not exceeding three months
 - revoke the licence.

In determining what action, if any, should be taken following a review this Licensing Authority must have regard to the principles set out in Section 153 of the Act as well as any relevant representation.

- 10.7 In particular, the Licensing Authority may also initiate a review of a Premises Licence on the grounds that a Premises Licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.
- 10.8 Once the review has been completed this Licensing Authority must, as soon as possible, notify its decision to:
- the licence holder
 - the applicant for review (if any)
 - the Gambling Commission
 - any person who made a representation
 - the Chief Officer of Police or Chief Constable
 - HM Commissioners for Revenue and Customs

11. APPEALS

- 11.1 There is a right of appeal both for applicants and those who have made relevant representations or applied for a review. This appeal must be lodged within a period of 21 days from the day on which the applicant was notified by this Licensing Authority of the decision and must be made to a ~~Grantham~~ Magistrates' Court.

Part C

Permits / Temporary & Occasional Use Notice / Lotteries

1. Unlicensed Family Entertainment Centre (FEC) gaming machine permits

- 1.1 Where a premise does not hold a Premises Licence but wishes to provide Category D gaming machines it may apply to this Licensing Authority for a permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use (as per the Gambling Act 2005 Part 10, Section 238).
- 1.2 The Gambling Act 2005 states that a Licensing Authority may prepare a Statement of Principles that it proposes to consider in determining the suitability of an applicant for a permit and, in preparing this statement, and / or considering applications it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Gambling Commission under Section 25.
- 1.3 The Gambling Commission's Guidance to Local Authorities, paragraph 24.6 also states "...An application for a permit **can only be made by a person who occupies or plans to occupy the premises to be used as an unlicensed FEC and, if the applicant is an individual, he or she must be aged 18 or over. Applications for a permit cannot be made if a premises licence is in effect for the same premises.**

24.9 "...An application may be granted only if the licensing authority is satisfied that the premises will be used as an unlicensed FEC and if the chief officer of police has been consulted on the application.

Licensing authorities might wish to consider asking applicants to demonstrate:

- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs
- that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act)
- that employees are trained to have a full understanding of the maximum stakes and prizes".

It should be noted that a Licensing Authority cannot attach conditions to this type of permit.

- 1.4 **Statement of Principles:** This Licensing Authority will expect the applicant to show that there are policies and procedures in place to protect children and vulnerable adults from harm. Harm in this context is not limited to harm from gambling but includes wider safeguarding considerations. The efficiency of such policies and procedures will each be considered on their merits, however, they may include appropriate measures / training for staff as regards, vulnerable adults on the premises, suspected truant school children on the premises, measures /

training covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on / around the premises.

2. Alcohol licensed premises gaming machine permits and notifications

2.1 Notifications of 2 or less machines

There is provision in the Act for premises licensed to sell alcohol for consumption on the premises **and have a bar at which alcohol is served, without a requirement that alcohol is served only with food,** to automatically have 2 gaming machines of categories C and / or D. The premises licence holder merely needs to notify this Licensing Authority. This Licensing Authority can remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the Licensing Objectives
- gaming has taken place on the premises that breaches a condition of Part 12, Section 282 of the Act
- the premises are mainly used for gaming
- an offence under the Gambling Act 2005 has been committed on the premises

2.2 Permits for 3 or more machines

If a premises wishes to have more than 2 machines then the licence holder needs to apply for a permit and this Licensing Authority must consider that application based upon the licensing objectives, the Gambling Commission's Guidance to Licensing Authorities, Section 25 and "such matters as they think relevant". This Licensing Authority considers that "such matters" will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy this Licensing Authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult-only gaming machines. Measures may include the adult-only machines being in sight of the bar or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be helpful. In ensuring the protection of vulnerable persons - applicants may wish to consider the provision of information leaflets and helpline numbers for organisations such as GamCare.

2.3 It is recognised that some alcohol-licensed premises may apply for a Premises Licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for, and dealt with, as an Adult Gaming Centre Premises Licence.

2.4 It should be noted that this Licensing Authority can decide to grant the application with a smaller number of machines and / or a different

category of machines than that applied for. Conditions (other than these) cannot be attached.

- 2.5 It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine, **in particular the Gaming Machines in Alcohol Licensed Premises Code of Practice. This code contains details of the conditions which apply to permits.**

3. Prize Gaming

- 3.1 The Gambling Act 2005 states that a Licensing Authority may “prepare a Statement of Principles that they propose to apply in exercising their functions under this schedule” which “may, in particular, specify matters that the licensing authority proposes to consider in determining the suitability of the applicant for a permit”.
- 3.2 This Licensing Authority has prepared a Statement of Principles which is that the applicant should set out the types of gaming that he or she is intending to offer and that the applicant should be able to demonstrate:
- that they understand the limits to stakes and prizes that are set out in regulations
 - that the gaming offered is within the law
 - clear policies that outline steps to be taken to protect children from harm
- 3.3 In making its decision on an application for this permit this Licensing Authority does not need to (but may) have regard to the Licensing Objectives but must have regard to any Gambling Commission guidance.
- 3.4 It should be noted that whilst there are conditions in the Gambling Act 2005 with which the permit holder must comply, the Licensing Authority itself cannot attach conditions. The conditions in the Act are:
- the limits on participation fees, as set out in regulations, must be complied with
 - all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played
 - the prize for which the game is played must not exceed the amount set out in regulations (if a monetary prize) or the prescribed value (if a non-monetary prize)
 - participation in the gaming must not entitle the player to take part in any other gambling.

4. Club Gaming and Club Machines Permits

- 4.1 Members’ clubs may apply for a Club Gaming permit or a Club Machine permit (Commercial Clubs cannot apply for a Club Gaming Permit). The

Club Gaming permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming and games of chance as set out in regulations. A Club Machine permit will enable the premises to provide gaming machines (3 machines of categories B, C or D).

- 4.2 The Gambling Commission's Guidance to Licensing Authorities states: "Members' clubs must have at least 25 members and be established and conducted 'wholly or mainly' for purposes other than gaming, unless the gaming is permitted by separate regulations. The Secretary of State has made such regulations and these cover bridge and whist clubs. A members' club must be permanent in nature and established and conducted for the benefit of its members and not as a commercial enterprise. Examples include working men's clubs, branches of the Royal British Legion and clubs with political affiliations."
- 4.3 The Gambling Commission's Guidance to Licensing Authorities notes that "Licensing Authorities may only refuse an application on the grounds that:
- (a) the applicant does not fulfil the requirements for a members' or commercial club and therefore is not entitled to receive the type of permit for which it has applied
 - (b) the applicant's premises are used wholly or mainly by children and/or young persons
 - (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities
 - (d) a permit held by the applicant has been cancelled in the previous ten years
 - (e) An objection has been lodged by the Commission or the police."
- 4.4 There is also a 'fast-track' procedure available under the Act (Schedule 12 paragraph 10) for premises which hold a Club Premises Certificate under the Licensing Act 2003. The Gambling Commission's Guidance to Licensing Authorities states, "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the grounds upon which an authority can refuse a permit are reduced...The grounds on which an application under the process may be refused are:
- (a) that the club is established primarily for gaming, other than gaming prescribed by regulations under Section 266 of the Act
 - (b) in addition to the prescribed gaming, the applicant provides facilities for other gaming
 - (c) a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."
- 4.5 There are statutory conditions on Club Gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a Code of Practice about the location and operation of gaming machines.

5. Temporary Use Notices

- 5.1 Temporary Use Notices allow the use of premises for gambling where there is no Premises Licence but where a Gambling Operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a Temporary Use Notice, according to the Gambling Commission, would include hotels, conference centres and sporting venues. The meaning of "premises" in Part 8 of the Act is discussed in Part 7 of the Gambling Commission's Guidance to Licensing Authorities. As with "premises", the definition of "a set of premises" will be a question of fact in the particular circumstances of each notice that is given. In the Act "premises" is defined as including "any place". In considering whether a place falls within the definition of a "set of premises" this Licensing Authority needs to look at, amongst other things, the ownership/occupation and control of the premises.
- 5.2 This Licensing Authority can only grant a Temporary Use Notice to a person or company holding a relevant Operating Licence i.e. a Non-Remote 1968 or 2005 Act Casino Operating Licence.
- 5.3 The Secretary of State has the power to determine what form of gambling can be authorised by Temporary Use Notices the relevant regulations (SI no 3157: The Gambling Act 2005 (Temporary Use Notices) Regulations 2007) state that Temporary Use Notices can only be used to permit the provision of facilities for equal chance gaming, where the gaming is intended to produce a single winner, which in practice means poker tournaments.
- 5.4 This Licensing Authority has to ensure that the statutory limit of 21 days in a calendar year is not exceeded.
- 5.5 There are a number of statutory limits applied to Temporary Use Notices. These can be found in the Gambling Act (Part 9).
- 5.6 This Licensing Authority expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises as recommended in the Gambling Commission's Guidance to Licensing Authorities.

6. Occasional Use Notices

- 6.1 This Licensing Authority has very little discretion as regards these Notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. This Licensing Authority will though consider the definition of a 'track' and whether the applicant is permitted to avail him / herself of the Notice.

7. Lotteries

- 7.1 This Licensing Authority registers and deals with Small Society Lotteries. Promoting or facilitating a lottery falls within one of the following categories:
- Licensed Lotteries (requiring an Operating Licence from the Gambling Commission)
 - Small Society Lotteries (registered with the Licensing Authority)
 - Exempt Lotteries
- 7.2 Lotteries permitted to be conducted without a Licence from the Gambling Commission are:
- Small Society Lotteries (registered with the Licensing Authority)
 - Incidental Non-Commercial Lotteries
 - Private Lotteries (Private Society Lottery, Work Lottery, Residents' Lottery)
 - Customer Lotteries
- 7.3 Societies may organise lotteries if they are licensed by the Gambling Commission, registered with this Licensing Authority or fall within the exempt category. This Licensing Authority recommends those seeking to run lotteries take their own legal advice on which type of lottery category they fall within. However, guidance notes with regard to all lotteries, limits placed on small society lotteries and information setting out financial limits is available by contacting this Licensing Authority.
- 7.4 Applicants for lottery licences must apply to the Licensing Authority in the area where their principal office is located. Where the Licensing Authority believes that the Society's principal office is situated in another area it will inform the Society as soon as possible and, where possible, will inform the other Licensing Authority.
- 7.5 This Licensing Authority will keep a Public Register of all applications and will provide information to the Gambling Commission on all lotteries registered by this Licensing Authority. As soon as the entry on the Public Register is completed, this Licensing Authority will notify the applicant of registration.
- 7.6 This Licensing Authority will ask applicants to set out the purposes for which the Society is established and will ask the Society to declare that they represent a bona fide non-commercial society and have no relevant convictions. This Licensing Authority may seek further information from the Society and in particular may require a copy of the Society's constitution.
- 7.7 Where this Licensing Authority intends to refuse registration of a Society it will give the Society an opportunity to make representations and will inform the Society of the reasons why it is minded to refuse registration and supply evidence on which it has reached that preliminary conclusion.

- 7.8 This Licensing Authority may revoke the registered status of a Society if it thinks that they would have had to, or would be entitled to, refuse an application for registration if it were being made at that time. However, no revocations will take place unless the Society has been given the opportunity to make representations. This Licensing Authority will inform the Society of the reasons why it is minded to revoke the registration and will provide an outline of the evidence on which it has reached that preliminary conclusion.
- 7.9 With regards to where Small Society Lottery tickets may be sold, the Licensing Authority applies the following guidance criteria to all Small Society Lotteries it registers:
- tickets should not be sold in a Street. ('Street' includes any bridge, road, lane, footway, subway, square, court, alley or passage (including passages through enclosed premises such as shopping centres)). However,
 - tickets may be sold in a street from a kiosk, in a shop or door to door.

This approach is consistent with the Operating Licence conditions imposed by the Gambling Commission upon operators of large lotteries.

8. Review

- 8.1 This Statement of Principles will remain in existence for a period of three years and will be subject to review and further consultation before [14 January 2020](#). However, following consultation, the Licensing Authority may make revisions to it as deemed necessary.

9. Glossary

- 9.1 A glossary of terms is attached at Appendix 3

APPENDIX 1

Summary of Licensing Authority delegations permitted under the Gambling Act (This summary is for information purposes only and does not form part of the Statement of Principles proper. The delegations may be amended at any time).

Matter to be dealt with	Full Council	Sub-Committee of Licensing Committee Alcohol, Entertainment & Late Night Refreshment Committee	Officers
Final approval of three year Licensing Statement of Principles	All Cases		
Pass a resolution not to permit casinos	All Cases		
Fee setting (when appropriate)			X
Application for Premises Licence (including applications for Re-instatement under S195*)		Representation made and not withdrawn (S154 (4) (a)*)	No representation made or representations have been withdrawn
Application to vary Premises Licence		Representation made and not withdrawn (S154 (4)(b)*)	No representation made or representations have been withdrawn
Application for transfer of Premises Licence		Representation made by the Commission (S154 (4) (c)*)	Where no representations received from the Commission
Application for a Provisional Statement		Representation made and not withdrawn (S154 (4) (d)*)	No representation made or representations have been withdrawn
Revocation of a Premises Licence (for failure to pay annual fee under S193*)			All Cases

Matter to be dealt with	Full Council	Sub-Committee of Licensing Committee	Officers
Review of a Premises Licence		X	
Application for Club Gaming/Club Machine Permits		Objection made and not withdrawn (Schedule 12 Paragraph 28 (2)*)	No objection made or objections have been withdrawn
Cancellation of Club Gaming / Club Machine Permits under Schedule 12 Paragraph 21*		X	
Consideration of Temporary Use Notices (including Notices modified under Section 223)		<p>All cases where an objection notice has been received unless each person who would be entitled to make representations agrees that a hearing is unnecessary.</p> <p>All cases where a counter notice may be required (S232 (3)*)</p>	All other cases
Decision to give a Counter Notice to a Temporary Use Notice		All Cases <u>except</u> where time limits for temporary events are exceeded pursuant to Section 218 (3) and Section 218 (5)	All cases where time limits for temporary events are exceeded pursuant to Section 218 (3) and Section 218 (5)
Applications for other Permits, Registrations and Notifications			X
Cancellation of Licensed Premises Gaming Machine Permits (Schedule 13 Paragraph 16*)			X

*Gambling Act 2005

'X' - Indicates at the lowest level to which decisions can be delegated.

The Sub-Committee of the Alcohol, Entertainment and Late Night Refreshment Licensing Committee, shall be comprised of, normally a minimum of 3 members.

APPENDIX 2

SOUTH KESTEVEN DISTRICT COUNCIL STATEMENT OF PRINCIPLES GAMBLING ACT 2005

Parties consulted

Statutory Consultees

- Chief Officer of Lincolnshire Police
- One or more persons who appear to the Authority to represent the interests of person carrying on gambling businesses in the area
- One or more persons who appear to the Authority to represent the interests of persons who are likely to be affected by the exercise of the Authority's functions under the Act.

Public Bodies

Lincolnshire Safeguarding Children Board
Gambling Commission
Lincolnshire County Council (Social Services)
Lincolnshire County Council (Trading Standards)
Lincolnshire Safeguarding Adults Board
HM Customs & Excise

Lincolnshire Authorities

Lincoln City Council
North Kesteven DC
South Holland DC
West Lindsey DC
East Lindsey DC
Boston Borough Council
North East Lincolnshire Council

Community Consultees

GamCare
Addaction
Samaritans

Trade Associations involved in Gaming and Entertainment Industry

British Beer & Pub Association
British Institute of Innkeeping
The Bingo Association
Gamestec
Association of British Bookmakers Ltd
Claremont Automatics
Keeday Leisure
Gala Bingo

Bet Fred
Coral UK
Mark Jarvis Betting
Ladbrooks
All alcohol licensed premises and registered club premises
Amusement arcades permit holders in the district

Document enhancement for the visually impaired available on request.
Telephone: (01476) 40 63 00 or email:
licensing@southkesteven.gov.uk.

APPENDIX 3

GLOSSARY OF TERMS UNDER THE GAMBLING ACT 2005

Council:	South Kesteven District Council
Applications:	Applications for licences and permits as stated in the Statement of Principles
Notifications:	Notifications of temporary and occasional use notices
Act:	The Gambling Act 2005
Regulations:	Regulations made under the Act
Premises:	Any place, including a vehicle, vessel or moveable structure
Track Premises Licence	Section 53 of the Act defines a track as a horse racecourse, greyhound track or other premises on any part of which a race or other sporting event takes place or is intended to take place.
Operator Licence	Issued by the Council to authorise premises to be used for the activities as defined by Section 150 of the Act
Personal Licence:	Issued by the Gambling Commission to organisations and individuals who are providing facilities for gambling as defined by Section 65 of the Act
Family Entertainment Centre	Issued by the Gambling Commission to certain categories of people working in the gambling industry as defined by Section 127 of the Act
Adult Gaming Centre	The Act creates two classes of Family Entertainment Centres: Licensed: which provide category C and D gaming machines and require a premises licence
Gaming Machine	Unlicensed: which provide category D gaming machines in reliance on a Gaming Machine Permit.
Money Prize Machine	Premises which provide category B, C and D gaming machines and require an operating licence and a premises licence.
Non- Money Prize Machine	A machine which is designed or adapted for use by individuals to gamble as defined by Section 235 of the Act A machine in respect of which every prize which can be won as a result of using the machine is a money prize as defined in regulation 3 (7) of the Categories of Gaming Machine (Amendment) Regulations 2009 A machine in respect of which every prize which can be won as a result of using the machine is a non-money prize as defined in regulation 3(7) of the Categories of Gaming Machine (Amendment) Regulations 2009. For non-money prize machines in general, the maximum stake (charge for

	use) must be no more than 30 pence, and the maximum prize value must be no more than £8.
Crane Grab Machine	A crane grab machine is defined as a non-money prize machine in respect of which two conditions are satisfied. The first is that every prize which can be won as a result of using the machine consists of an individual physical object (such as a stuffed toy). The second is that whether or not a person using the machine wins a prize is determined by the person's success or failure in manipulating a device forming part of the machine so as to separate and keep separate one or more physical objects from a group of such objects. The maximum stake may be anything up to and including £1, and the maximum prize value may be anything up to and including £50
Coin Pusher or Penny Fall Machine	These machines are commonly found in seaside arcades and are defined in regulation 2(3) of the Categories of Gaming Machine Regulations 2007 with the additional requirement that the machine be neither a money-prize nor a non-money prize machine. The maximum stake may be anything up to and including 20 pence, and the maximum prize value may be anything up to and including £20 (no more than £10 may be a money prize).
Other Categories of Gaming Machines	<p>A – No category A gaming machines are currently permitted</p> <p>B1 – Maximum Stake: £5, Maximum Prize: £10,000*</p> <p>B2 – Maximum Stake: £100, Maximum Prize: £500 (multiples of £10)</p> <p>B3 – Maximum Stake: £2, Maximum Prize: £500</p> <p>B3A – Maximum Stake: £2 Maximum Prize: £500</p> <p>B4 – Maximum Stake: £2, Maximum Prize: £400</p> <p>C – Maximum Stake: £1, Maximum Prize: £100</p> <p>D – Money Prize (other than a coin pusher or penny falls machine) Maximum Stake: 10p Maximum Prize: £5</p> <p>D – Non-money prize (other than crane grab, coin pusher or penny falls machine)) Maximum stake: 30p Maximum Prize: £8</p> <p>D- Non-money prize (crane grab machine) Maximum stake: £1 Maximum prize: £50</p> <p>D – Combined money and non-money prize (other than coin pusher or penny falls machine) Maximum Stake: 10p maximum prize: £8 (of which no more than £5 may be a money prize)</p> <p>D – Combined money and non-money prize (coin pusher or penny falls machine) Maximum stake: 20p Maximum prize: £20 (of which no more than £10 may be a money prize)</p>
Code of Practice:	Means any relevant code of practice under section 24 of the Gambling Act 2005

Responsible Authority:	<p>For the purposes of this Act, the following are responsible authorities in relation to gambling premises:</p> <ol style="list-style-type: none"> 1. The Licensing Authority in whose area the premises are wholly or mainly situated (South Kesteven District Council); 2. The Gambling Commission; 3. Lincolnshire Police; 4. Trading Standards; 5. HM Customs and Excise. <p>4. Lincolnshire Fire and Rescue;</p> <p>5. Planning Department, South Kesteven District Council;</p> <p>6. Environment Health Services (Environmental Protection and Health & Safety) South Kesteven District Council;</p> <p>8. Lincolnshire Safe Guarding Children's Board, Lincolnshire County Council;</p>
Interested Party:	<p>For the purposes of this Act, a person is an interested party in relation to a premises licence if, in the opinion of the Licensing Authority which issues the licence or to which the application is made, the person:-</p> <ol style="list-style-type: none"> a) Lives sufficiently close to the premises to be likely to be affected by the authorised activities; b) Has business interests that might be affected by the authorised activities; c) Represents persons who satisfy a) or b) above.

*With option of maximum £20,000 linked progressive jackpot on premises basis only.



South Kesteven District Council
Council Offices
St Peter's Hill
Grantham
Lincolnshire
NG31 6PZ

t: 01476 40 60 80
w: www.southkesteven.gov.uk

SCHEDULE OF RESPONSES TO DRAFT GAMBLING POLICY

Respondent	Comments	Appraisal	Recommendation
Gosschalks Solicitors on behalf of Association of British Bookmakers (ABB)	Paragraph 9 of Part A deals with the licensing authority's approach to the new requirements for risk assessment and local area profiles. In paragraph 9.1.4 there is a list of matters that the licensing authority expects applicant for premises licenses to take into account to comply with the risk assessment requirement. This list needs to be redrafted as it contains matters that cannot be relevant to an assessment of whether or not an operation poses a risk to the licensing objectives. For example, issues of anti-social behavior and street drinking in the area.	It is appreciated that only matters relevant to the licensing objectives will be included within the risk assessment concerning the operation of the premises.	Paragraph 9.1.4 amend second bullet point by deleting "such as anti-social behavior" and delete wording at fourth bullet point.
	Paragraph 1.2 of Part B should be redrafted to indicate where premises licence applications are to be rejected or existing premises licence reviewed, there needs to be clear evidence of conflict with the Codes of Practice Guidance or clear evidence that the operation of those premises is not/would not be reasonably consistent with the licensing objectives.	To accommodate the suggestion but to retain the essence of paragraph 1.2 of Part B, amendment is made.	Modify wording of paragraph 1.2 to include " <i>clear evidence of</i> " conflict.

Appendix 2

	<p>Paragraph 1.3 of Part B should be redrafted. Whilst it is accepted that paragraph 1.28 of the Gambling Commission Guidance gives an example of a licensing authority requesting a copy of a business plan during the application process it is difficult to see how this could be relevant to an assessment of whether or not any application was in accordance with the Licensing Commission Code of Practice, in accordance with the Gambling Commission Guidance and local statement of policy or could be required for an assessment of whether or not an application would be reasonably consistent with the licensing objectives.</p>	<p>The policy replicates the guidance and the suggestion does not add anything to the policy.</p>	<p>No policy change.</p>
	<p>Paragraph 1.12 of Part B seems to suggest that the licensing authority may adopt a policy that there are certain areas where gambling premises should not be located. Any such designation may be unlawful and is certainly contrary to the overriding principle contained in section 153 Gambling Act 2005 that the licensing authority must “aim to permit” the use of premises for gambling. It should be reiterated that each application will be determined on its own merits.</p>	<p>South Kesteven District Council does not have such policy. The draft statement of principles indicates what the authority would do should it introduce a policy and it makes it clear that each application will be decided on its merits.</p>	<p>No Policy change</p>

Appendix 2

	<p>Paragraph 1.17 of Part B - imposition of condition - the draft statement of principals would be assisted by a clear statement that the starting point for consideration of any application is that it will be granted subject only to the mandatory and default conditions as these are usually sufficient to ensure operation that is reasonably consistent with the licensing objectives.</p>	<p>The Authority will impose conditions in accordance with the legislation.</p>	<p>No policy change</p>
	<p>Paragraph 6.2 of Part B –betting premises licenses – It would assist if it was made clear that whilst the licensing authority has the power to limit the number of betting machines, it has no such power to limit the number of gaming machines.</p>	<p>The suggestion does not add anything to the policy.</p>	<p>No policy change.</p>

REPORT TO EXECUTIVE

REPORT OF: Executive Member, Finance & ICT

REPORT NO.: CFM391

DATE: 17th November 2016

TITLE:	Medium Term Financial Strategy 2016/17 – 2020/21	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	Policy Framework Proposal	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Cllr Teri Bryant Executive Member, Finance & ICT	
CONTACT OFFICER:	Daren Turner – Strategic Director Tel: 01476 406301 Email: d.turner@southkesteven.gov.uk Richard Wyles – Corporate Finance Manager Tel: 01476 406210 Email: r.wyles@southkesteven.gov.uk	
INITIAL IMPACT ASSESSMENT:	Details contained at paragraph 7.	Full impact assessment Required: N/A
Equality and Diversity		
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Local Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	CFM389 – Medium Term Financial Strategy 2016/17-2020/21 CFM387- Development of Medium Term Financial Strategy HOF253 – Medium Term Financial Strategy 2013/14 – 2017/18 The above reports can be located by putting their reference number in the search section of the committee website via the link below: http://moderngov.southkesteven.gov.uk/ieDocSearch.aspx?bcr=1	

1. RECOMMENDATION

It is recommended that Council approve the Medium Term Financial Strategy for the period 2016/17 – 2020/21.

2. PURPOSE OF THE REPORT/DECISION REQUIRED

- 2.1 To seek Council approval of the Medium Term Financial Strategy (MTFS) covering the period 2016/17 – 2020/21.

3. DETAILS OF THE REPORT

Background and Context

- 3.1 Since the approval of the current MTFS in November 2013, the financial climate surrounding local government has changed significantly with more changes anticipated. In particular, the move towards full business rate retention and the phased removal of central government grant by 2019. This means that, by 2019/20, the Council will need to be financially self-sufficient – this is a supported ambition as stated in the Corporate Plan.
- 3.2 Within this context the Council has restated its priorities and has a clear focus on two ambitions of being open for business and commercially and customer focussed. Therefore, it is timely and appropriate to refresh and update the MTFS to ensure it provides a dynamic, responsive and flexible framework in which resources can be allocated and aligned both for annual budget setting and budget management during the course of year. The focus of the MTFS is to ensure the Council maximises its resources and opportunities for achieving both cost reduction and revenue growth through supporting key strategies - specifically Local Plan, Housing Strategy and Economic Development Strategy. Moreover, the Council will continue to develop services by looking at new and innovative ways of working in order to continue to drive out efficiencies and generate additional income streams, particularly from commercial activities.
- 3.3 The updated MTFS and underlying principles have been developed with the Resources PDG. The PDG formulated a working group that met over the summer to consider the key elements of the developing MTFS including the financial environment, the alignment of the MTFS to support the Corporate Plan ambitions and the need to create a flexible resourcing framework. This work was a key element of their work plan for 2016/17 and their recommendations have been approved by the Executive and incorporated into the draft MTFS prior to it being presented to Council.

Medium Term Financial Strategy 2016/17 – 2020/21

- 3.4 The attached draft Strategy (Appendix A) provides the overarching financial and budgetary framework for the delivery of services and priority outcomes as set out in the Corporate Plan. The scope of the Strategy covers all the Council's revenue and capital investment plans but excludes the Housing Revenue Account (HRA)

as this service has its own strategic direction and focus and which will be contained in the emerging Housing Strategy and HRA Business Plan.

- 3.5 The principles have been reviewed and increased flexibility has been introduced to provide a framework that is responsive and adaptable for resource allocation whilst still ensuring an overall robust internal control framework.
- 3.6 In meeting the Council's Corporate Plan ambitions, the capital programme will continue to require careful financial appraisal in order to identify the most appropriate funding method, having regard to available internal resources and external borrowing opportunities. This is best achieved on a project by project basis that takes account of the most up to date position.
- 3.7 The Strategy also briefly illustrates how the use of Council funds and reserves (revenue and capital) assist with the funding of priority schemes whilst helping to mitigate some of the funding risks identified in the MTFS.
- 3.8 This Strategy differs from the current MTFS by being set at a higher strategic level due to the constantly changing economic and financial climate within which the Council operates. This level of volatility and uncertainty is likely to remain over the duration of the MTFS so annual reviews of it will be necessary to ensure it remains up to date and relevant.
- 3.9 In aligning resources to fund services and deliver priority outcomes, it is important to ensure that current needs are met and the Council can respond positively and effectively to future financial challenges. That is why, in certain areas, greater emphasis is being placed on creating additional revenue streams by developing a more commercial approach whilst simultaneously continuing to drive out efficiencies and cost reductions in targeted areas. Alongside this, the Council is developing priority (rather than service based) budgeting underpinned by flexible resource management that will allow services to deliver priority outcomes which meet customer demands in a timely manner.

4. OTHER OPTIONS CONSIDERED

- 4.1 None applicable

5. RESOURCE IMPLICATIONS

- 5.1 These are considered within the attached MTFS.

6. RISK AND MITIGATION

- 6.1 None applicable

7. ISSUES ARISING FROM EQUALITY IMPACT ANALYSIS

- 7.1 The MTFS is a key policy document which sets out the strategic medium term financial planning for the next five years. As the Council processes to implementation of the principles, individual analysis will be carried out as required.

8. CRIME AND DISORDER IMPLICATIONS

- 8.1 None applicable

9. COMMENTS OF FINANCIAL SERVICES

9.1 Comments are included in the report.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

10.1 As this strategy is part of the Council's Budget and Policy Framework, it is essential it is regularly reviewed to ensure it remains fit for purpose

11. COMMENTS OF OTHER RELEVANT SERVICES

11.1 None applicable

12. APPENDICES

Appendix A: Medium Term Financial Strategy 2016/17 – 2020/21



Medium Term Financial Strategy

2016/17 - 2020/21



1.0 Introduction

This strategy provides the financial planning framework for the delivery of services and priority outcomes to the residents of South Kesteven. It sets the context for the resource planning process and its integration with other strategic documents. In particular, it underpins the actions contained in the latest Corporate Plan.

2.0 Purpose

The Medium Term Financial Strategy (MTFS) assists with:

- The delivery of the Corporate Plan ambitions and the key strategies and policies
- Improving financial planning and the financial management of the Council's revenue and capital resources
- Maximising the use of resources available to the Council, both internal and external
- Ensuring that the Council provides value for money
- Allowing the development of longer term budgeting and strategic planning
- Reviewing the Council's reserves policy to ensure that the priorities are adequately resourced and there is financial protection against unforeseen events
- Responding to financial pressures and protecting front line services

3.0 Objectives

The main objectives of the MTFS are to:

- Explain the financial context within which the Council is set to work over the medium term
- Introduce priority led and outcome focussed budgeting, aligning resources in a flexible and responsive way
- Identify the financial resources needed to deliver the Council's priority outcomes
- Provide a cornerstone for the overall Budget and Policy Framework within the Council
- Establish a clear set of principles which underpin financial planning and ensure all resources are maximised
- Align financial resources to the Council's spending priorities and service outcomes
- Inform and support the delivery of key strategies and plans
- Enable the Council to withstand unforeseen financial pressures

4.0 Scope

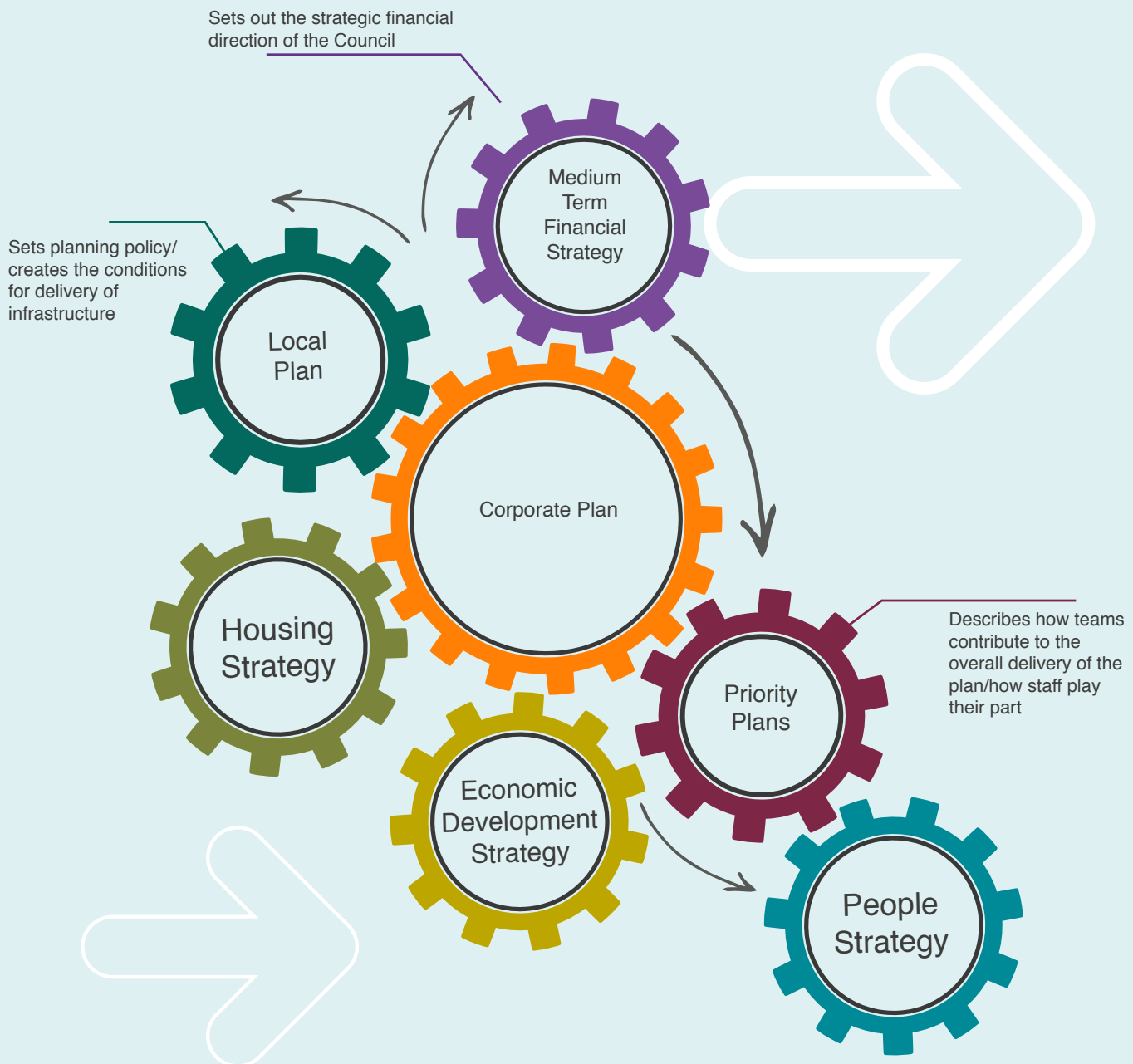
This strategy document covers all aspects of the General Fund, which deals with services that are provided for the residents and businesses of the district. The General Fund derives the majority of its income from charges, government grants, council tax and business rates. Along with this, the Strategy considers the Council's Capital Investment plans. The Housing Revenue Accounts (HRA) aligns and supports the corporate ambitions and is underpinned by the Housing Strategy and the HRA Business Plan. These are not included within the scope of this strategy.



5.0 Strategic Context

The Council has a developed strategic framework that interlinks a number of key strategies that support the delivery of the ambitions of the Council. The Medium Term Financial Strategy is an important element of these plans and identifies how the Council aligns its resources to achieve its ambitions.

The diagram below demonstrates how all the strategies fit together to set the direction of the Council;





The Corporate Plan sets out the five year ambitions for the Council and how these will be achieved. It sets out clear policy directions which will help the Council achieve its ambitions. The two main strands of the Corporate Plan that are designed to achieve the Council's goals are:

- **We are open for business**

Providing opportunities for sustainable growth by facilitating the development of a wide range of homes that people need and encouraging businesses to locate and expand in the district.

This will involve:

- o Creating the right environment for housing and business growth
- o Creating a local community where people want to live, work and invest
- o Putting our customers at the heart of everything we do

- **We are commercially and customer focused**

Ending our reliance on annual Government grants and making it easier for people to do business with us.

This will involve:

- o Working towards being self sufficient by 2019/20
- o Using customer insight and intelligence to inform future service delivery models
- o The effective use of resources

In addition, the Council is developing a Local Plan and Priority Plans that will set out the strategic direction and how teams will assist the Council in achieving its ambitions.

6.0 Financial Context

Medium term financial planning remains difficult and the strategy has been prepared against the background of austerity and continuing funding reductions for the public sector. In addition, there is great uncertainty over the future of key funding streams specifically in relation to the localisation of business rates and New Homes Bonus. A key theme emerging from the government is the drive towards financial independence for Local Authorities. In practice, this means a reduction in level of direct funding from Central Government and a shift of emphasis from national to local revenue sources.



7.0 Local Government Funding

Local Government funding has gone through a significant period of change in recent years and further changes are anticipated. The Government's stated intention is to move away from central grant funding Councils to a funding platform based on local housing and business growth.

To allow the Council to plan for the future with more financial certainty, the Government has announced a four year funding deal for the period 2016/17 to 2019/20.

The Government's settlement for four years is set out below:

	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000
Revenue Support Grant	1,700	960	490	0
Baseline Funding*	3,360	3,420	3,530	3,640
Settlement Funding Level	5,060	4,380	4,020	3,640

*Baseline funding is the minimum level of funding government states SKDC require from business rates income but does not represent actual funding.

The council also generates its income from fees and charges, New Homes Bonus and Council Tax income. Over the four year period shown the projected New Home Bonus and Council Tax income is:

	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000
New Homes Bonus	3,975	3,440	2,262	2,136
Council Tax	6,572	6,837	7,113	7,401

These additional resources will be driven by the local housing growth and combined with the settlement fund level will fund the delivery of the spending plans as forecast below:

	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000
Available Resources	15,607	14,657	13,395	13,177

Budget Management

The Council has produced a three year balanced position as a result of effective budget management and has in place plans to be financially self-sufficient by 2019/20. However, the emphasis of the MTFS is to ensure the Council creates financial headroom by supporting a business-like environment that maximises the opportunities to generate additional revenue.

Developing a business-like approach to budget management has enabled resources to be maximised in order to establish investment opportunities without necessarily relying on Council tax and fees and charges. The direction of travel is to move away from an annual incremental budgeting approach to a longer term outcome focused budgeting model that allows resources to be deployed where needed. This approach will enable the Council to manage and deploy resources in a way that will allow greater flexibility and widen ownership in order to get the best outcomes. This will be underpinned by a robust governance framework with informed decision making.

The culture of the Council is changing in order to adapt and embrace the new budgeting model and budgets are being managed with a corporate, business-like ethos. This is underpinned by establishing an operating environment which is supported by values and resources.



8.0 Financial Principles

In order to underpin our business focused flexible approach a number of principles are established that support the Council fulfilling its ambitions. These principles will allow the resources available to be used proactively and responsively.

Principle 1 - Council Tax levels shall be set each financial year having regard to the prevailing financial conditions at that time and government guidance.

This will provide the Council with the flexibility to consider the financial conditions and budgetary position prior to considering a Council Tax level for the following financial year. The Council would look to maximise opportunity from other funding areas before considering Council tax levels.

Principle 2 – Fees and charges should be reviewed annually and changes should have regard to the priority outcomes.

Charges should be considered within the context of the outcomes that are to be achieved from the service and classified between cost recovery or an agreed subsidy level. The Council may receive income by providing services for others.

Principle 3 – the monies received from New Homes Bonus should be used to fund the delivery of Council priority projects and initiatives.

New Homes Bonus receipts should be specifically allocated to fund one off initiatives and not recurring expenditure and be focussed on priority outcomes.

Principle 4 – Maximise the resources available for the review of business rates arrangements.

On an annual basis, assess the financial viability of the pooling arrangements in order to determine whether the Council continues to be a pool member. The Council will endeavour to maximise the opportunities offered by the move to 100% retention.

Principle 5– Develop and implement a modern, flexible and responsive budget management system that aligns resources to outcomes and enables resources to be re-allocated during the year to respond to pressures and capacity needs.

The council will seek regular feedback from the community in order to respond to changing priorities. It will introduce priority based budgeting that aligns resources to outcomes and underpins the business-like approach to the Council achieving self-financing and regularly consult with stakeholders to ensure the Council delivers community priorities.

Principle 6 – Regularly review and monitor the Treasury Management and Capital Framework with particular focus on the opportunities for borrowing compared with the cost of holding the debt. Ensure the Treasury Management Strategy provides a flexible framework that enables borrowing and investment to be undertaken to fund capital projects and schemes

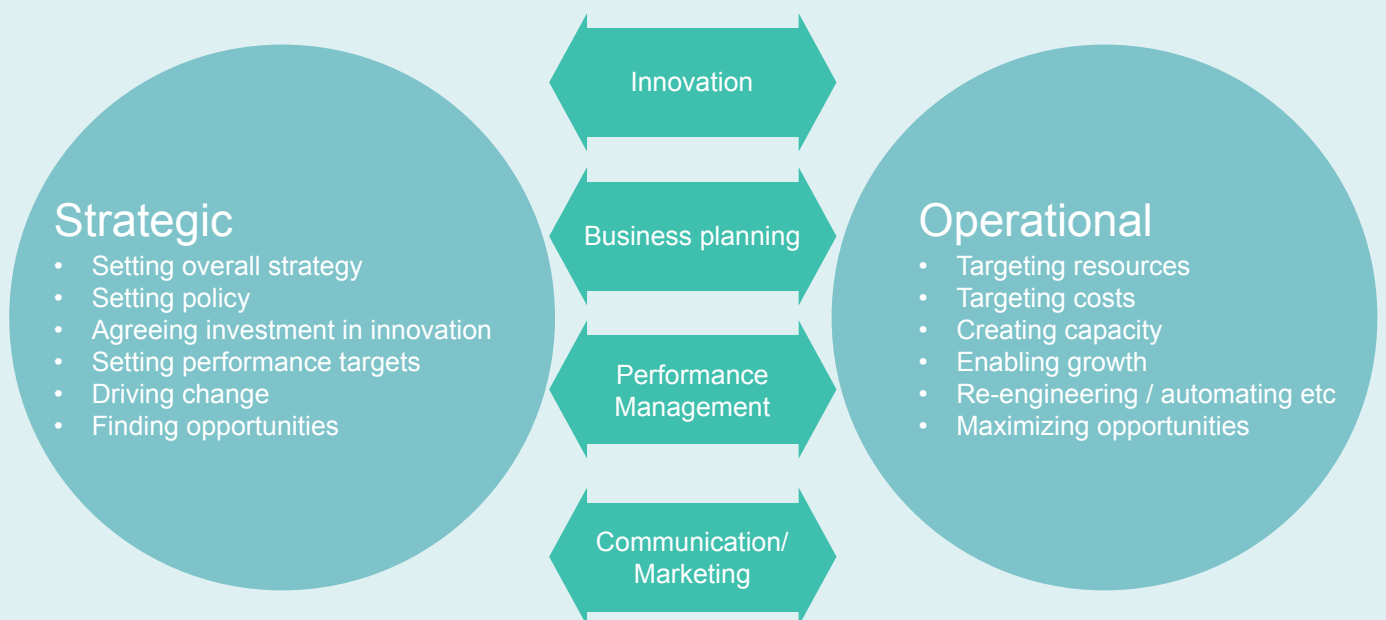
Principle 7 - Regularly review the Council's asset portfolio to ensure they directly contribute to the delivery of priority outcomes.

Utilising the Asset Management Plan, undertake regular review of the asset portfolio to assess their contribution to the Council priorities and consider disposal of surplus assets in order to utilise the receipts to contribute towards future capital schemes.





Utilising these principles to drive forward financial planning and resource alignment will ensure that the Council's ambitions can be realised within a business focussed culture. Whilst the MTFS will provide the strategic framework of financial planning, underpinning it will be a shift of focus to support the corporate ambition of being business like and moving towards ending the reliance on annual Government grants.



9.0 Capital Programme



The Capital Programme is prepared annually with a five year focus providing a medium term timescale in which to identify the resource implications of funding and delivering the schemes. The programme will include capital schemes that support service delivery, investment in assets and specific projects which are linked to the Council's corporate plan objectives and priorities. The programme is driven by the Corporate Plan ambitions and underpinned by ensuring the need to obtain maximum value for money.

The Capital programme is reviewed regularly and it is important that the projects have: strategic links to the corporate priorities; procure and/or maintain assets required for service delivery; address health and safety issues; and/or meets the requirements of any grant monies received. Financing of the capital programme requires careful consideration in order to identify the most appropriate funding method having regard to available internal resources and external borrowing opportunities.

The main options available for funding the Capital Programme are as follows:

- Capital Reserves – reserves made up from previous capital contributions.
- Capital Receipts – generated from sales of capital assets.
- External Funding – usually in the form of grants or funding contributions.
- Revenue Contributions – made from the General Fund Revenue Account.
- Borrowing – borrowing with repayments of Principal and Interest (timings depending upon loan type).

Detailed option appraisals will be undertaken when financing the capital programme to determine the most appropriate funding model.

Use of Prudential Borrowing

The Council has the opportunity to access external borrowing at preferential interest rates (utilising Public Works Loans Board) or consider utilising available reserves (internal borrowing) to fund capital schemes. There are financial consequences of any financing decision and financial appraisals will be undertaken to determine the most appropriate funding model. Careful planning is required when considering the funding options. In particular, the Council will take into account the loss of investment income when using reserves or receipts and the cost of borrowing on the revenue account.



10.0 Reserves and Balances

The Council holds a number of funds and reserves for various specific, capital or general related policies to help to assist in the funding for delivering the priorities of the Council or to mitigate some of the funding risks identified above. These reserves are split into;

- Revenue Reserves – earmarked for specific issues.
- Unapplied Grants – grants received but not yet utilised or grants where the conditions have not yet been fully met.
- Working Balance – general reserve for meeting risks in the annual General Fund budget (e.g. reduced income levels, unforeseen expenditure).
- Capital Reserves – including capital receipts and utilised for funding the Capital Programme.

Reserves Policy

- The working balance will be maintained at approximately 10% net cost of services to cover any major unforeseen expenditure. The Council aims to balance its revenue budget over the period of the MTFS without reliance on the General Fund working balance.
- The Council will maintain earmarked reserves for specific purposes which are consistent with achieving its key priorities.

The Council will undertake a review of all reserves twice annually at closedown and budget setting. The review process covers each individual reserve and identifies;

- The purpose for which the reserve is held
- An assessment of the appropriate level of the reserve to meet potential future liabilities in line with the Council's reserve policy and aligned with the risk management framework.
- Procedures for the management and control of reserves
- A flexible framework to allow more frequent reserve reviews if required to ensure continuing relevance and adequacy.

Use of Reserves

The use of reserves is finite and priority is given to invest to save initiatives that assist the Council in achieving its corporate plan objectives. The use of reserves is maintained in line with the principles of the MTFS and the outcomes of the regular reviews.

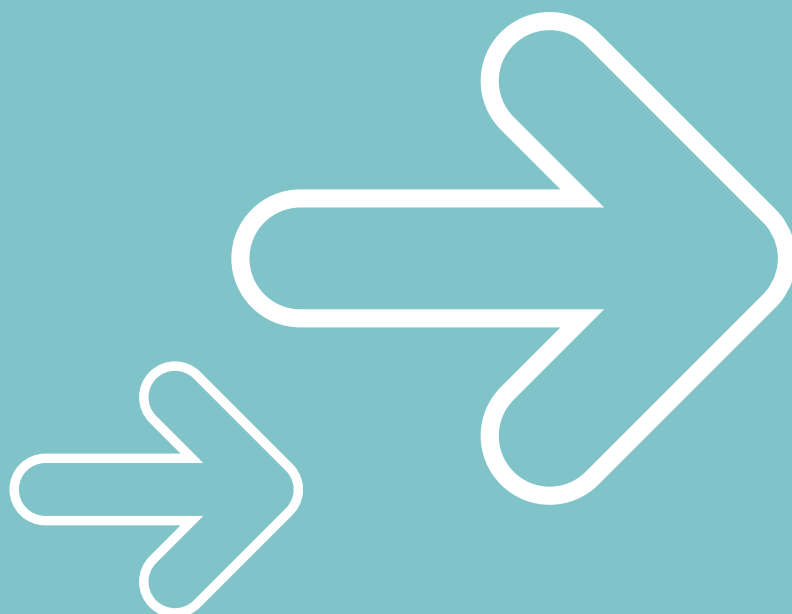


11.0 Risk Assessment

A comprehensive financial risk assessment is undertaken for the revenue and capital budget setting process to ensure that all risks and uncertainties affecting the Councils financial position are identified. The key strategic risks aligned to the MTFS are:

Description of Risk	Assessed Risk (Prior to Mitigation)	Risk Management - Mitigation	Residual Risk (Post Mitigation)
Future availability of revenue and capital resources from various funding streams is less than planned/ budgeted	High	Effective resource management/ allocation linked to Corporate Plan priorities and community outcomes. Development of longer term and business like approach to financial planning and financial management	Medium
Income targets not achieved	High	Effective financial planning and monitoring through the MTFS and annual budget management process	Medium
Anticipated savings/efficiencies not achieved	High	Effective financial planning and monitoring through the MTFS and annual budget management process	Medium
Reducing investment levels and potential impact on capital financing and ability to fund Capital Programme	High	Maintain effective and flexible Treasury Management Strategy to inform decisions about the use of reserves and when considering alternative funding and investment opportunities. Asset Management Plan is linked to corporate priorities	Medium
100% Business Rates Retention opportunities are maximised	High	Effective Economic Development Strategy and land allocations that encourages growth and inward investment	Medium
Volatility of Business Rates funding and availability of New Homes Bonus	Medium	Although outside of Council control, impact is mitigated by the establishment of an earmarked reserve and close financial monitoring	Low





South Kesteven District Council
Council Offices
St Peter's Hill
Grantham
Lincolnshire NG31 6PZ

t. 01476 40 60 80
e. pr@southkesteven.gov.uk
w. www.southkesteven.gov.uk

This medium term financial strategy is also available in larger print and braille, on our website, on CD or in other languages.



REPORT TO COUNCIL

REPORT OF: Chairman of Governance & Audit

REPORT NO: CFM392

DATE: 17th November 2016

TITLE:	Appointment of External Auditors	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	Referral From Governance and Audit Committee	
EXECUTIVE MEMBER: NAME AND DESIGNATION:	Cllr Teri Bryant Executive Member, Finance & ICT Cllr Frances Cartwright Executive Member, Governance	
CONTACT OFFICER:	Richard Wyles, Corporate Finance Manager r.wyles@southkesteven.gov.uk Telephone 01476 406080	
INITIAL IMPACT ANALYSIS:	N/A	Full impact assessment Required: N/A
Equality and Diversity		
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	CFM 385 Appointment of External Auditors The above reports can be located by putting their reference number in the search section of the committee website via the link below: http://moderngovsvr:8080/uuCoverpage.aspx?bcr=1	

1. RECOMMENDATION

- 1.1 Governance and Audit recommended to Council the appointment of External Audit through a national sector led body the Public Sector Audit Appointments.

2. PURPOSE OF THE REPORT

- 2.1 This report summarises the changes to the arrangements for appointing External Auditors following the closure of the Audit Commission and the end of the transitional arrangements at the conclusion of the 2017/18 audits.
- 2.2 The Council will need to consider the options available and approve a way forward in order for the new arrangements to be introduced in readiness for the external audit appointment by 31 December 2017.

3. DETAILS OF REPORT

- 3.1 The Local Audit and Accountability Act 2014 brought to a close the Audit Commission and established transitional arrangements for the appointment of external auditors and the setting of audit fees for all local government and NHS bodies in England. On 5 October 2015 the Secretary of State Communities and Local Government (CLG) determined that the transitional arrangements for local government bodies would be extended by one year to also include the audit of the accounts for 2017/18.
- 3.2 The Council's current external auditor is KPMG; this appointment was made under a contract let by the Audit Commission. Following closure of the Audit Commission the contract is currently managed by Public Sector Audit Appointments Limited (PSAA), the transitional body set up by the LGA with delegated authority from the Secretary of State CLG. Over recent years we have benefited from reduction in fees in the order of 50% compared with historic levels. This has been the result of a combination of factors including new contracts negotiated nationally with the firms of accountants and savings from closure of the Audit Commission. The Council's current external audit fees are approximately £47K per annum.
- 3.3 When the current transitional arrangements come to an end on 31 March 2018 the Council will be able to move to local appointment of the auditor. There are a number of routes by which this can be achieved, each with benefits and disadvantages which are identified at section 4.0. Current fees are based on discounted rates offered by the firms in return for substantial market share. When the contracts were last negotiated nationally by the Audit Commission they covered NHS and local government bodies and offered maximum economies of scale.
- 3.4 The scope of the audit will still be specified nationally, the National Audit Office (NAO) is responsible for writing the Code of Audit Practice which all firms appointed to carry out the Council's audit must follow. Not all accounting firms will be eligible to compete for the work, they will need to demonstrate that they have the required skills and experience and be registered with a Registered Supervising Body approved by the Financial Reporting Council. The registration process has not yet commenced and so the number of firms is not known but it is reasonable to expect that the list of eligible firms may include the top 10 or 12 firms in the country, including our current auditor. It is unlikely that small local independent firms will meet the eligibility criteria.
- 3.5 Governance and Audit Committee have considered a report on this matter at a meeting on 23rd September 2016 and recommend to Council the appointment of External Audit through a national sector led body the Public Sector Audit Appointments.

4. Options for Local Appointment of External Auditors

4.1 There are three options open to the Council under the Local Audit and Accountability Act 2014 (the Act):

4.2 Option 1- To make a stand-alone appointment

In order to make a stand-alone appointment the Council will need to set up an Auditor Panel. The members of the panel must be wholly or a majority independent members as defined by the Act. Independent members for this purpose are independent appointees, this excludes current and former elected members (or officers) and their close families and friends. This means that elected members will not have a majority input to assessing bids and choosing which firm of accountants to award a contract for the Council's external audit. A new independent auditor panel established by the Council will be responsible for selecting the auditor.

Advantages/Benefits

Setting up an auditor panel allows the Council to take maximum advantage of the new local appointment regime and have local input to the decision.

Disadvantages/ Risk

Recruitment and servicing of the Auditor Panel, running the bidding exercise and negotiating the contract is estimated by the LGA to cost in the order of £15,000 plus on going expenses and allowances

The Council will not be able to take advantage of reduced fees that may be available through joint or national procurement contracts.

The assessment of bids and decision on awarding contracts will be taken by independent appointees and not solely by elected members.

4.3 Option 2 - Set up a Joint Auditor Panel/local joint procurement arrangements

The Act enables the Council to join with other authorities to establish a joint auditor panel. Again this will need to be constituted of wholly or a majority of independent appointees (members). Further legal advice will be required on the exact constitution of such a panel having regard to the obligations of each Council under the Act and the Council need to liaise with other local authorities to assess the appetite for such an arrangement.

Advantages/benefits

The costs of setting up the panel, running the bidding exercise and negotiating the contract will be shared across a number of authorities.

There is greater opportunity for negotiating some economies of scale by being able to offer a larger combined contract value to the firms.

Disadvantages/risks

The decision making body will be further removed from local input, with potentially no input from elected members where a wholly independent auditor panel is used or possible only one elected member representing each Council, depending on the constitution agreed with the other bodies involved.

The choice of auditor could be complicated where individual Councils have independence issues. An independence issue occurs where the auditor has recently or is currently carrying out work such as consultancy or advisory work for the Council. Where this occurs some auditors may be prevented from being appointed by the terms of their professional standards. There is a risk that if the joint auditor panel choose a firm that is conflicted for this Council then the Council may still need to make a separate appointment with all the associated costs and loss of economies possible through joint procurement.

4.4 Option 3 - Opt-in to a sector led body

In response to the consultation on the new arrangement the LGA successfully lobbied for Councils to be able to 'opt-in' to a Sector Led Body (SLB) appointed by the Secretary of State under the Act. An SLB would have the ability to negotiate contracts with the firms nationally, maximising the opportunities for the most economic and efficient approach to procurement of external audit on behalf of the whole sector.

Advantages/benefits

The costs of setting up the appointment arrangements and negotiating fees would be shared across all opt-in authorities thus reducing the individual cost to each authority.

By offering large contract values the firms would be able to offer better rates and lower fees than are likely to result from local negotiation.

Any conflicts at individual authorities would be managed by the SLB who would have a number of contracted firms to call upon.

The appointment process would not be ceded to locally appointed independent members. Instead a separate body set up to act in the collective interests of the 'opt-in' authorities. The LGA are considering setting up such a body utilising the knowledge and experience acquired through the setting up of the transitional arrangements.

Disadvantages/risks

Individual elected members will have less opportunity for direct involvement in the appointment process other than through the LGA and/or stakeholder representative groups.

In order for the SLB to be viable and to be placed in the strongest possible negotiating position the SLB will need Councils to indicate their intention to opt-in before final contract prices are known. 270 bodies have currently expressed an interest in opting-in to a public sector body led scheme.

5. The way forward

The Council have until December 2017 to make an appointment. In practical terms this means an option needs to be decided by the end of 2016 in order to ensure that the appropriate arrangements are in place in readiness for an appointment by December 2017.

6. OTHER OPTIONS CONSIDERED

None.

7. RESOURCE IMPLICATIONS

8. RISK AND MITIGATION

Risk has been considered as part of this report and any specific high risks are included in the table below:

Category Risk	Action / Controls
External Auditors are not appointed in an appropriate time scale for 2017/18 accounts.	A report is to be brought to September 2016 Governance & Audit Committee for approval on the appropriate procurement method to ensure External Auditors are appointed for December 2017.

9. ISSUES ARISING FROM IMPACT ANALYSIS

None.

10. CRIME AND DISORDER IMPLICATIONS

None.

11. COMMENTS OF FINANCIAL SERVICES

- 11.1 It is currently not known if any future external audit fees levels will exceed the current fee levels. This will depend upon the market response to the procurement process.
- 11.2 The cost of establishing a local or joint Auditor Panel outlined in options 1 and 2 above will need to be estimated and included in the Council's budgets. This will include the cost of recruiting independent appointees (members), servicing the Panel, running a bidding and tender evaluation process, letting a contract and paying members fees and allowances.
- 11.3 Opting-in to a national SLB provides maximum opportunity to limit the extent of any increases by entering in to a large scale collective procurement arrangement and would remove the costs of establishing an auditor panel.

12. COMMENTS OF LEGAL & DEMOCRATIC SERVICES

- 12.1 Section 7 of the Local Audit and Accountability Act 2014 (the Act) requires a relevant authority to appoint a local auditor to audit its accounts for a financial year not later than 31 December in the preceding year. Section 8 governs the procedure for appointment including that the authority must consult and take account of the advice of its auditor panel on the selection and appointment of a local auditor. Section 8 provides that where a relevant authority is a local authority operating executive arrangements, the function of appointing a local auditor to audit its accounts is not the responsibility of an executive of the authority under those arrangements;
- 12.2 Section 12 makes provision for the failure to appoint a local auditor: the authority must immediately inform the Secretary of State, who may direct the authority to appoint the auditor named in the direction or appoint a local auditor on behalf of the authority.
- 12.3 Section 17 gives the Secretary of State the power to make regulations in relation to an 'appointing person' specified by the Secretary of State. This power has been exercised in the Local Audit (Appointing Person) Regulations 2015 (SI 192) and this gives the Secretary of State the ability to enable a Sector Led Body to become the appointing person.

13. APPENDICES: None

REPORT TO COUNCIL

REPORT OF: Returning Officer

REPORT NO: LDS195

DATE: 17 November 2016

TITLE:	<i>Interim Review of Polling Districts and Polling Places</i>	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	Statutory requirement	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Councillor Mrs Frances Cartwright – Executive Member, Governance	
CONTACT OFFICER:	Julie Edwards, Elections and Democratic Services Team Leader j.edwards@southkesteven.gov.uk; Tel : 01476 406080 ext 1207	
INITIAL IMPACT ASSESSMENT: Equality and Diversity	Carried out and referred to in paragraph (7) below.	Full impact assessment Required: N/A
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	<ul style="list-style-type: none"> • Notice of Review of Polling Districts and Polling Places http://www.southkesteven.gov.uk/CHttpHandler.ashx?id=18808&p=0 • Electoral Commission Guidance on the Review of Polling Districts and Polling Places http://www.electoralcommission.org.uk/i-am-a/electoral-administrator/polling-place-reviews • Acting Returning Officer's draft proposals http://www.southkesteven.gov.uk/CHttpHandler.ashx?id=18807&p=0 • Communities PDG action notes 1 September 2016 http://moderngov.southkesteven.gov.uk/documents/g3355/Printed%20minutes%201st-Sep-2016%2014.30%20Communities%20Policy%20Development%20Group.pdf?T=1 	

1. RECOMMENDATIONS

1.1 It is recommended that:

- 1.1 Council approve the proposals setting out changes to polling districts, polling places and polling stations as detailed at Appendix 1.
- 1.2 These revised polling districts and polling places take effect from the republication of the Electoral Register on 1st February 2017.

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 Council reviewed all of its polling districts and places as part of a compulsory review under the Electoral Registration and Administration Act 2013 in 2014. The next compulsory review must take place between October 2018 and January 2020.
- 2.2 In the intervening period between compulsory reviews the Council is required to keep polling arrangements under review. As the Local Government Boundary Commission for England has carried out a review of the electoral arrangements for Lincolnshire County Council, an interim review has been carried out to ensure our polling districts reflect the new County Division boundaries. The revised divisions will come into effect from the County Council elections in May 2017. The subsequent changes to parish wards will take effect from the next ordinary Parish and Town Council elections in 2019.
- 2.3 The original intention was to implement the boundary changes when the electoral register is published on 1 December 2016 however the Order changing the boundaries will not be made until 9 December 2016. As a result the Register will be required to be published on 1 December 2016 and subsequently revised to reflect the new divisions and polling districts. The revised version will then be republished on 1 February 2017.

3. DETAILS OF REPORT

Background

- 3.1 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. Responsibility for determining polling district boundaries lies with the Council itself.

- 3.2 The Council must designate a polling place for every polling district. In determining where polling places should be located the Council must seek to ensure that all the electors have such reasonable facilities for voting as are practical in the circumstances and that, so far as is reasonable and practical, polling places are accessible to all electors, including those who are disabled.
- 3.3 As a result of the division boundary changes it has been necessary for a small number of changes to be made to the polling district boundaries and polling places for some voters. The proposals aim to keep changes to a minimum. In addition, minor modifications are proposed to the polling districts within Deeping St. James to reduce the number of electors that currently vote at Deeping Community Centre.
- 3.4 A schedule of 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**. Any changes to the current polling place arrangements are identified in the proposal column of the schedule.

Review and Consultation Process

- 3.5 Public notice of the review was given on 6 September 2016 and full details of the review were placed on the Council's website. The period for representations to be made on the existing and draft proposals was from 23 September 2016 until 14 October 2016.
- 3.6 Prior to the commencement of the review, members of the Communities Policy Development Group were briefed about the process and the changes that need to be made. Its members also suggested venues that might be suitable for the revised arrangements. As part of the review, initial consultation was undertaken of the existing polling districts and polling places with District Councillors. Draft proposals were then prepared and further consultation on these draft proposals was undertaken. The consultation then invited comments from all District and County Councillors, all Parish/Town councils, local political parties and the Acting Returning Officer for the constituencies partly within the South Kesteven area.
- 3.7 A number of responses to the consultation have been received and these have been summarised and incorporated into **Appendix 1**. These are listed against the relevant polling district.
- 3.8 Where changes have been necessary as a result of the revised division boundaries or where comments have been received as part of consultation process, various options have been considered in each case. These are detailed below:

Ward/Parish	Proposed changes
Bourne East Ward (change in polling place for	Changes to the county division boundaries have divided the Bourne East ward across two electoral divisions. The polling

approximately 220 electors)	district boundaries need to be revised to reflect this change. As a result, it is proposed that the polling station for affected electors in Baldwin Grove and Harrington Street will change from Bourne Youth Centre to Meadow Close Communal Room.
Deeping St James Ward (change in polling place for approximately 200 electors)	It is proposed that the boundary between the two polling districts in Deeping St James be revised to reduce the number of electors who vote at the Deeping Community Centre. This proposed change will result in approximately 200 electors voting at the Deeping St James Primary School at future elections.
Glen Ward Toft with Lound & Manthorpe (no change in polling place proposed)	Currently residents from Toft with Lound and Manthorpe vote at Witham-on-the-Hill Parish Hall. Following the review of County Council divisions, Witham-on-the-Hill and Toft with Lound and Manthorpe will be in separate electoral divisions. It is proposed that the polling station for both parishes remain at Witham-on-the-Hill Parish Hall, with two polling stations at this location for County Council elections to accommodate the separate divisions.
Grantham Springfield Ward (no change in polling place proposed)	Walton Girls' High School had requested that the Council consider an alternative polling place to the school. Alternatives considered : <ul style="list-style-type: none"> • Grantham Squash Club – outside polling district • Bethesda Evangelical Church – not available • The Farrier Public House – not on a through-route for electors in the Ward It is proposed that the polling station remain at Walton Girls' School.
Grantham St Vincent's Ward (change of polling station for approximately 950 electors)	Part of the Grantham St Vincent's ward currently vote at the Council's Witham Room. Following the review of County Council boundaries an additional polling station is required due to the area now covering three separate electoral divisions. It is proposed that the voters in Grantham St Vincent's ward, who currently vote at the Witham Room, be relocated to a new polling station at the Jubilee Life Church, which is located within the polling district.
Market Deeping Ward Market Deeping parish (Change of polling station for approximately 390 electors)	Changes to the County Council division boundaries have placed part of the Market Deeping parish in a separate electoral division and created a new parish ward (Swine's Meadow parish ward with effect from 2019). As a result, it is proposed that a new polling station be created at Market Deeping Scout and Guide Hall to accommodate this separate division/parish ward. The Scout and Guide Hall is ideally located for voters in this area.
Morton Ward Morton and Hanthorpe (no change in polling place proposed)	Following the review of County Council divisions, the Morton and Hanthorpe parish will be divided across two electoral divisions. Currently residents from both Morton and Hanthorpe vote at Morton Village Hall. No alternative venues have been identified in Hanthorpe and it is proposed

	that the polling station, for both Morton and Hanthorpe, remain at Morton Village Hall. Two polling stations will be required at this venue for County Council elections to accommodate the separate divisions.
Peascliffe and Ridgeway Honington Parish (Change of polling station for approximately 100 electors)	Currently residents of the parish of Honington vote at Carlton Scroop Village Hall. Following the review of County Council divisions, Honington and Carlton Scroop and Normanton will be in separate divisions. Retaining Honington at Carlton Scroop Village Hall would require a second polling station at the Village Hall at County Council elections for approximately 100 electors. It is proposed that the polling station for electors in the Honington parish be relocated to Barkston and Syston Village Hall for all elections. Barkston and Syston Village Hall is within the same district ward and electoral division.
Stamford St Mary's Ward (Change of polling station for approximately 560 electors)	Changes to the County division boundaries have led to a consequent creation of an additional parish Ward within the St. Mary's District Ward area (St Peter's parish ward with effect from 2019). Polling arrangements within the Ward need revising to reflect the changes. As a result of these changes it is proposed that an additional polling station be created at the Stamford Arts Centre to accommodate the separate electoral divisions/parish wards. This would involve relocation of approximately 560 electors from Clare Close Communal Room to the Stamford Arts Centre.

4. **OPTIONS CONSIDERED**

4.1 None

5. **RESOURCE IMPLICATIONS**

5.1 None arising from this report.

6. **RISK AND MITIGATION**

6.1 None arising from this report.

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

7.1 A stage one equality analysis has been completed which has not identified any potential for discrimination or for negative impact and all opportunities to promote equality have been taken. Accessibility of polling stations is a key requirement of the review and the allocation of polling places.

8. CRIME AND DISORDER IMPLICATIONS

8.1 None arising from this report.

9. COMMENTS OF FINANCIAL SERVICES

9.1 The proposals, if implemented, will result in financial implications in relation to additional venue hire and staffing costs on election day. The proposals identify the need for three additional polling stations at District Council elections. Any additional costs would only fall to the District council at the time of any District Council election or by-election. The next District elections will be held in 2019.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

10.1 The Council has a legal duty under section 18C of the Representation of the People Act 1983 to conduct interim reviews of polling districts and polling places as required between compulsory reviews.

11. COMMENTS OF OTHER RELEVANT SERVICES

None

12. APPENDICES:

- **Appendix 1 – Schedule of revised proposed Polling Districts and Polling Places, consultation feedback and list of streets**



REVIEW OF POLLING DISTRICT, POLLING PLACES AND POLLING STATIONS 2016

SCHEDULE OF PROPOSED POLLING ARRANGEMENTS – NOVEMBER 2016

**GRANTHAM AND STAMFORD PARLIAMENTARY
CONSTITUENCY**

**SLEAFORD AND NORTH HYKEHAM PARLIAMENTARY
CONSTITUENCY (PART OF)**

**SOUTH HOLLAND AND THE DEEPINGS PARLIAMENTARY
CONSTITUENCY (PART OF)**

POLLING PLACE PROPOSALS OVERVIEW

Aveland Ward

Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	AVA1	Aslackby & Laughton	The Church of St James the Great	No change
	AVB1	Dowsby	Dowsby Village Hall	
	ABC1	Dunsby	Dunsby Village Hall	
	AVD1	Haconby	The Hare and Hounds Public House	
	AVE1	Pointon & Sempringham	Pointon Village Hall	
	AVF1	Rippingale	Rippingale Village Hall	

Belmont Ward

Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	BEA1	Londonthorpe & Harrowby Without (Harrowby & Spitalgate parish ward)	Belmont Community Primary School	No change
	BEB1		Belmont Community Primary School	
	BEC1		Belton Lane Community School	

Belvoir Ward

Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	BLA1	Denton	Denton CE School	No change
	BLB1	Harlaxton	Harlaxton Village Hall	
	BLC1	Woolsthorpe-by-Belvoir	Woolsthorpe Village Hall	
	BLD1	Wyville-cum-Hungerton	Denton CE School	
Sleaford & North Hykeham	BLE2	Allington	Allington Village Hall	
	BLF2	Barrowby	The Reading Room, Barrowby	
	BLG2	Sedgebrook	Sedgebrook Social Club	

Bourne Austerby Ward

Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	BNA1	Bourne (Austerby East Parish Ward)	Darby & Joan Hall	No change
	BNB1		The Centre at Elsea Park	
	BNC1	Bourne (Austerby West Parish Ward)	Darby & Joan Hall	
	BND1		The Centre at Elsea Park	

Bourne East Ward

Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	BNJ1	Bourne (East Parish Ward)	Bourne Youth Centre	No change (see note below)
	BNK1		Meadow Close Communal Room	
	BNL1		Dyke Village Hall	No change
	BNM1		Twenty Village Hall	

NOTE: While there has been no change to the location of the polling station for each polling district, a change in the boundary between BNJ1 and BNK1 is necessary to take account of the revised county boundaries. Approximately 220 electors in Baldwin Grove and Harrington Street will move from voting at Bourne Youth Centre to Meadow Close Communal Room

Bourne West Ward

Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	BNR1	Bourne (West Parish Ward)	Wake House Community Centre	No change
	BNS1		Bourne Westfield Primary Academy	
	BNT1		Manor Court Communal Room	

Casewick Ward

Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	CSA1	Barholm & Stowe	Greatford Village Hall	No change
	CSB1	Baston	Baston C of E School	
	CSC1	Greatford	Greatford Village Hall	
	CSD1	Langtoft	Langtoft Village Hall	
	CSE1	Tallington	Tallington Village Hall	
	CSF1	Uffington	Uffington Village Hall	

Castle Ward

Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	CTA1	Burton Coggles	Burton Coggles Village hall	No change
	CTB1	Corby Glen	Methodist Chapel, Corby Glen	
	CTC1	Edenham	Edenham Village Hall	
	CTD1	Irnham	The Griffin Inn, Irnham	
	CTE1	Kirkby Underwood	Kirkby Underwood Village Hall	
	CTF1	Swayfield	Swayfield Village Hall	
	CTG1	Swinstead	Swinstead Village Hall	

Deeping St. James

Constituency	Polling District	Parish	Current Polling Place	Proposal
South Holland & The Deepings	DJA3	Deeping St James	Deeping Community Centre	No change (see note below)
	DJB3	Deeping St James	Deeping St James Primary School – (2 polling stations)	

NOTE: While there has been no change to the location of the polling stations for each polling district, it is proposed that the boundary between the polling districts DJA3 and DJB3 be altered. As a result approximately 200 electors (in Braeburn Road, Darbyshire Close, Laxton Close, Spalding Road and Towngate East) would move from voting at Deeping Community Centre to Deeping St. James Primary School.

Dole Wood Ward

Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	DWA1	Braceborough & Wilsthorpe	Braceborough & Wilsthorpe Village Hall	No change
	DWB1	Thurlby	Methodist School Room, Thurlby	

Glen Ward

Consultation Feedback		Toft with Lound and Manthorpe Parish Council: Electors from the Toft cum Lound and Manthorpe Parish should continue to vote at Witham-on-the-Hill as only county council elections are affected by the Local Government Boundary Commission for England’s review.		
Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	ENA1	Careby, Aunby & Holywell	Little Bytham Village Hall	No change
	ENB1	Carlby	Carlby Village Hall	
	ENC1	Castle Bytham	Castle Bytham Village Hall	
	END1	Counthorpe & Creeton	Little Bytham Village Hall	
	ENE1	Little Bytham	Little Bytham Village Hall	
	ENF1	Toft & Lound with Manthorpe	Witham-on-the-Hill Parish Hall	
	ENG1	Witham-on-the-Hill	Witham-on-the-Hill Parish Hall	
<i>NOTE: Polling district ENG1 and ENF1 have historically voted together at Witham-on-the-Hill Parish Hall. Following the review of County Council boundaries, these two parishes will now be in separate electoral divisions for County Council elections and an additional polling station will be necessary. It is proposed that both parishes continue to vote at Witham-on-the-Hill Parish Hall with the venue being divided into two polling stations at County Council elections to accommodate the separate divisions.</i>				

Grantham Arnoldfield

Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	GAA1	N/A	Newton House Care Home, 148 Barrowby Road	No change
	GAB1	N/A	Grantham Tennis Club, Arnoldfield	
Sleaford & North Hykeham	GAC2	Great Gonerby (Gonerby Hill Parish Ward)	Grantham Tennis Club, Arnoldfield	

Grantham Barrowby Gate Ward

Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	GBA1	N/A	Newton House Care Home, 148 Barrowby Road	No change
	GBB1	N/A	South Kesteven Table Tennis Centre, The Meres Leisure Centre	

Grantham Earlesfield

Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	GEA1	N/A	South Kesteven Table Tennis Centre, The Meres Leisure Centre	No change
	GEB1	N/A	Grantham West Community Centre	
	GEC1	N/A	Earlesfield Lane Scout Hall	

Grantham Harrowby Ward

Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	GHA1	N/A	Canterbury Close Communal Room	No change
	GHB1	N/A	Belton Lane Community School	
	GHC1	N/A	Central Place Communal Room	
	GHD1	N/A	Belton Avenue Communal Room	

Grantham Springfield Ward					
Constituency	Polling District		Parish	Current Polling Place	Proposal
	Current	Proposed			
Grantham & Stamford	GSA1	GSA1	N/A	Huntingtower Primary Academy	No change
	GSA1	GSB1	N/A		
	GSB1	GSC1	N/A	Walton Girls' High School	
<i>NOTE: Due to the size of the current GSA1 polling district, it is proposed that this be divided to become GSA1 and GSB1. As a result, the current GSB1 will become GSC1. The proposed changes to the polling district boundaries do not affect where any residents in this Ward will vote. Alternatives to Walton Girls' High School have been investigated however no suitable alternative venue has been found within the polling district.</i>					

Grantham St. Vincent's Ward					
Constituency	Polling District		Parish	Current Polling Place	Proposal
	Current	Proposed			
Grantham & Stamford	GVA1	GVA1	N/A	Sandon Close Communal Room	No change
	GVB1	GVB1		Sandon Close Communal Room	
	GVC1	Combine with proposed GVD1		Witham Room Council Offices	Jubilee Life Church, London Road
	GVD1	GVC1		St. Anne's Primary School	No change
	GVE1	GVD1		Witham Room, Council Offices	Jubilee Life Church, London Road
	GVF1	GVE1		Witham Place Communal Room	No change
	GVG1	GVF1	Londonthorpe & Harrowby Without (Bridge End Parish Ward)	Witham Place Communal Room	No change
<p><i>NOTE: Current polling districts GVC1 and GVE1 to merge to form new GVD1 – proposed change of polling place from Council Offices to Jubilee Life Church which is located within the polling district. Polling district codes to be revised : current polling district GVD1 will become GVC1, polling district GVF1 will become GVE1 and polling district GVG1 will become GVF1.</i></p>					

Grantham St. Wulfram's Ward					
Constituency	Polling District		Parish	Current Polling Place	Proposal
	Current	Proposed			
Grantham & Stamford	GWA1	GWA1	N/A	Cliffedale Primary School	No change
	GWB1	GWB1		Manners Street Communal Room	
	GWC1	GWC1		Witham Room, Council Offices	Polling district divided, no change to polling place
		GWD1		Witham Room, Council Offices	
	GWD1	Combine with proposed GWD1		Witham Room, Council Offices	No change to polling place
Sleaford & North Hykeham	GWE2	GWE2	Belton & Manthorpe (Rosedale Parish Ward)	Cliffedale Primary School	No change
<p><i>NOTE: Following the review of County Council boundaries the current polling district GWC1 will need to be split to take account of the new electoral divisions (part within the new Grantham East division and part within the Grantham West division). No proposed change to polling station location – two polling stations continue to be needed at the Witham Room at County Council elections to accommodate the separate county divisions.</i></p>					

Isaac Newton Ward

Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	INA1	Colsterworth	Colsterworth Village Hall	No change
	IND1	Gunby & Stainby		
	INB1	Easton	St. Andrew & St. Mary’s Church, Stoke Rochford	
	INJ1	Stoke Rochford		
	INC1	Great Ponton	Great Ponton Village Centre	
	INE1	Little Ponton & Stroxtun		
	INF1	North Witham	North Witham Village Hall	
	ING1	Skillington	The Methodist Church, Skillington	
	INH1	South Witham	Children’s Centre, South Witham	

Lincrest Ward

Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	LNA1	Boothby Pagnell	Boothby Pagnell Village Hall	No change
	LNB1	Bitchfield and Bassingthorpe		
	LNC1	Braceby & Sapperton	Ropsley Village Hall	
	LNJ1	Ropsley & Humby		
	LND1	Heydour	Heydour Parish Hall	
	LNE1	Ingoldsby	Ingoldsby Village Hall	
	LNF1	Lenton, Keisby & Osgodby		
	LNG1	Old Somerby	Fox & Hounds Public House, Old Somerby	
	LNH1	Pickworth	Pickworth Village Hall	
	LNK1	Welby	The Crown & Anchor, Welby	

Loveden Heath Ward

Constituency	Polling District	Parish	Current Polling Place	Proposal
Sleaford & North Hykeham	LVA2	Caythorpe	Caythorpe & Frieston Village Hall	No change
	LVB2	Fenton	Stubton Village Hall	
	LVE2	Stubton		
	LVC2	Fulbeck	Fulbeck Village Hall	
	LVD2	Hough-on-the-Hill	All Saints Church, Hough-on-the-Hill	

Market Deeping Ward

Consultation Feedback		<i>Market Deeping Town Council:</i> No issues with the draft proposals			
Constituency	Polling District		Parish	Current Polling Place	Proposal
	Current	Proposed			
South Holland & the Deepings	MDA3	MDA3	Market Deeping	The Green School	No change
	MDB3	MDB3		Deeping Community Centre	
	MDA3 part	MDC3 – new		The Green School	Market Deeping Scout and Guide Hall, Wellington Way
	MDC3	MDD3	West Deeping	West Deeping Village Hall	No change

NOTE: Following the revision of the County Council boundaries, the Market Deeping parish has been split across two electoral divisions and a new parish ward has been created (Swine's Meadow parish ward effective from 2019). The current MDA3 will split to take account of new electoral divisions, creating a new polling district (MDC3). The current polling district MDC3 will become MDD3.

Morton Ward				
Consultation Feedback		Councillor Mrs. Cartwright, Local Ward Member – Residents in Hanthorpe should continue to vote in Morton Village Hall – local electors are familiar with the site and there is nowhere in Hanthorpe that would provide a suitable venue		
Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	MRA1	Morton & Hanthorpe – Morton	Morton Village Hall	No change
	MRB1	Morton & Hanthorpe – Hanthorpe		
NOTE: Following the review of County Council division boundaries, the Morton and Hanthorpe parish will be divided across two electoral divisions. No change to location proposed, two polling stations will be needed at this venue for County Council elections to accommodate the separate divisions.				

Peascliffe & Ridgeway Ward				
Constituency	Polling District	Parish	Current Polling Place	Proposal
Sleaford & North Hykeham	PCA2	Ancaster	Ancaster Village Hall	No change
	PCB2	Barkston	Barkston & Syston Village Hall	
	PCF2	Honington	Carlton Scroop Village Hall	Barkston & Syston Village Hall
	PCH2	Syston	Barkston & Syston Village Hall	No change
	PCC2	Belton & Manthorpe (Belton Parish Ward)	Manthorpe Playgroup Hall	
	PCD2	Carlton Scroop	Carlton Scroop Village Hall	
	PCG2	Normanton		
	PCE2	Great Gonerby	St. Sebastain’s C of E Primary School	
NOTE: Voters in Honington currently share a polling station with Carlton Scroop and Normanton parishes however the revised County Council divisions place Honington in a separate division, requiring a change in polling place. Propose change of polling place from Carlton Scroop Village Hall to Barkston & Syston Village Hall which is within the same District ward and electoral division.				

Stamford All Saints Ward				
Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	SAA1	Stamford (All Saints North Parish Ward)	Children's Centre, Bluecoat Primary School	No change
	SAB1		Malcolm Sargent Primary School	
	SAC1	Stamford (All Saints South Parish Ward)	Danish Invader Public House	

Stamford St. George's Ward				
Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	SGA1	Stamford (St. George's Parish Ward)	Stamford Free Church	No change
	SGB1		Essex Road Communal Room	
	SGC1		Edmonds Close Communal Room	

Stamford St. John's Ward				
Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	SJA1	Stamford (St. John's Parish Ward)	Malcolm Sargent Primary School	No change
	SJB1		Danish Invader Public House	

Stamford St. Mary's Ward					
Constituency	Polling District		Parish	Current Polling Place	Proposal
	Current	Proposed			
Grantham & Stamford	SMA1 part	SMA1	Stamford (current St. Mary's Parish Ward)	Clare Close Communal Room	Change of polling place : Stamford Arts Centre
	SMB1	SMB1		Stamford Arts Centre	No change to polling place
	SMA1 part	SMC1		Clare Close Communal Room	
	SMB1	SMD1		Stamford Arts Centre	
<p><i>NOTE: It has been necessary to split current polling districts SMA1 and SMB1 due to revision of County Council divisions and parish wards. It is proposed that the part of the Ward that will become the new SMA1 will change polling place from Clare Close Communal Room to the Stamford Arts Centre.</i></p> <p><i>Revisions to other polling district boundaries, do not require a change in polling place changes for residents in the new SMB1, SMC1 and SMD1 polling districts.</i></p> <p><i>From the 2019 Town Council elections, St. Mary's District Ward will be split into two parish Wards; SMA1 and SMB1 will form St. Mary's Parish Ward while SMC1 and SMD1 will form St. Peter's Parish Ward</i></p>					

Toller Ward				
Constituency	Polling District	Parish	Current Polling Place	Proposal
Grantham & Stamford	TLA1	Billingborough	Billingborough Village Hall	No change
	TLB1	Folkingham	Folkingham Village Hall	
	TLC1	Horbling	Horbling Meeting Room	

Viking Ward				
Constituency	Polling District	Parish	Current Polling Place	Proposal
Sleaford & North Hykeham	VKA2	Claypole	Claypole New Hall	No change
	VKB2	Foston	Foston Village Hall	
	VKC2	Hougham	Hougham & Marston Village Hall	
	VKE2	Marston		
	VKD2	Long Bennington	Long Bennington Village Hall	
	VKF2	Westborough & Dry Doddington – Dry Doddington	Dry Doddington Village Hall	
	VKG2	Westborough & Dry Doddington - Westborough	Westborough Village Hall	

LIST OF STREETS

BOURNE AUSTERBY WARD

BNA1

Abbots Close	Dorchester Avenue	Owen Court	St. Paul's Gardens
Austerby	Drummond Road	Potters Close	Tannery Close
Austerby Close	Eastgate	Salisbury Gardens	The Slipe
Bedehouse Bank	Essex Way	Shillaker Court	Tunnel Bank Road
Bishops Close	Grosvenor Avenue	Shipley Close	Victoria Place
Burchnell Gardens	Heathcote Road	South Fen Road	Wakes Close
Cherry Holt Road	Old Horse Chestnut	South Road	Wexford Close
Coggles Causeway	Lane	Southfields	Willoughby Road
Darnes Close	Old Oak Place	Spalding Road	Worth Court

BNB1

Aintree Way	Dog Rose Drive	Kestrel Drive	South Road
Ascot Close	Doncaster Close	Leytonstone Lane	Speedwell Drive
Aykroft	Eagle Road	Marigold Avenue	Spindlewood Drive
Badger Lane	Elsea Park Way	Mckenzie Court	Springbank Drive
Bath Close	Epsom Way	Merlin Close	Teasel Drive
Betjeman Close	Falcon Court	Nemarket Avenue	Tennyson Drive
Bluebell Way	Falcon Way	Peregrine Place	The Gables
Brock Crescent	Finn Close	Periwinkle way	The Pollards
Buttercup Drive	Gilpin Close	Pimpernel Walk	The Yarde
Campion Way	Goodwood Drive	Pond Lane	Thirsk Close
Coleridge Place	Greenacres Drive	Poppy Place	Tilia Way
Coltsfoot Drive	Hawk Crescent	Quayside East	Tipler Court
Coppice Way	Heartsease Way	Quayside West	Tully Close
Cornflower Way	Heather Court	Russell Way	Water Lane
Cowslip Crescent	Holloway Avenue	Sandown Drive	Water-Lily Way
Cross Lane	Iris Gardens	Setts Green	Windle Drive
Daisy Court	Kempton Road	Silverstone Road	Wordsworth Grove

BNC1

Cecil Close	Harvey Close	South Street	Westwood Drive
Churchill Avenue	Ivatt Close	St. Peter's Road	
Great Northern	Manor Lane	West Road	
Gardens	Ostler Drive	West Street	

BND1

Cheltenham Court	Haydock Park Drive	Musselburgh Way	The Ridings
Chepstow Drive	Hexham Avenue	Newbury Crescent	Warwick Close
Fontwell Park Drive	Huntingdon Place	Newton Abbot Way	West Road
Great Leighs	Market Rasen Drive	The Gables	Windsor Court

BOURNE EAST WARD

BNJ1

Arakan Way	Galletly Close	Mountbatten Way	Richardson Close
Arnhem Way	Kingsway	North Road	Stephenson Way
Barkston Close	Kohima Close	Northfields	The Brambles
Briar Walk	Linden Rise	Oosterbeek Close	The Croft
Bryony Gardens	Lonsdale Grove	Pegasus Grove	The Spindles
Charles Close	Mandalay Drive	Princes Court	Wingate Way
Cheriton Park	Maple Gardens	Queens Road	
Edinburgh Crescent	Mill Drove	Rangoon Way	

BNK1

Abbey Road	Church Walk	Meadow Close	South Street
Alexandra Terraces	Delaine Close	Meadow Drove	Spalding Road
Ancaster Road	George Street	Meadowgate	Stanton Close
Baldwin Grove *	Granby Court	Norman Mews	Stroud Close
Blackthorn Way	<u>Harrington Street</u> *	North Street	The Corn Mill
Brooklands Way	Harvest Court	Nowells Lane	Wendover Mews
Browning Court	Hereward Street	Recreation Road	
Church View	Manning Road	Shelsey Walsh Rise	* <u>from BNJ1</u>

BNL1 (DYKE)

Barnes Drove	Charlie's Yard	Main Road	Redmile Close
Chapel View	Dyke Drove	Meadow Drove	Stubbs Close

BNM1 (TWENTY)

Dyke Drove	Milking Nook Drove	Spalding Road	The Spinney
Fosters Drove	North Drove	Station Road	

BOURNE WEST WARD**BNR1**

Akeman Close	Cawthorpe	Hawthorn Road	Stanley Street
Beaufort Drive	Chistophers Lane	Lodge Road	Stone Close
Beech Avenue	Dere Close	Marquess Court	Stretham Way
Berkeley Drive	Elm terrace	Middleton Gardens	The Retreat
Brackley Close	Ermine Close	North Road	Waterside Close
Broadlands Avenue	Exeter Court	North Street	West Street
Broadway Close	Exeter Street	Orchard Close	Wetherby Close
Burghley Court	Foxley Court	Rochester Court	Wherrys Lane
Burghley Street	Gladstone Street	Saxon Way	Wood View
Carhome Close	Hamilton Close	St. Gilberts Road	

BNS1

Ash Grove	Godwin Close	Lilac Close	Thurstan Close
Beech Avenue	Hawthorn Road	Lodge Road	Torfrida Drive
Bramley Close	Hazelwood Drive	Mercia Gardens	Viking Close
Cedar Drive	Holly Drive	Oak Crescent	Watling Close
Chestnut Way	Home Close	Pinewood Close	West Road
Edenham Road	Jasmine Close	Poplar Crescent	Westbourne Park
Edwin Gardens	Kingsley Avenue	Rowan Way	Willow Drive
Elder Close	Laburnum Close	Saxon Way	Wisteria Way
Fir Avenue	Larch Close	Sharpes Close	Woodland Avenue
Forest Avenue	Lavendar Way	Stanley Street	Yew Tree Close
Godiva Crescent	Leofric Avenue	Sycamore Close	

BNT1

Aveland Close	Exeter Street	Manor Court	Thyme Avenue
Coriander Drive	Holland Close	Rosemary Gardens	West Road
Exeter Close	Kesteven Way	Saffron Walk	West Street
Exeter Gardens	Lindsey Close	Tarragon Way	Westminster Lane

DEEPING ST. JAMES WARD**DJA3**

Allen Close	Bluebells	Burchnall Close	Campion Drive
Blackthorn Close	Bryony Way	Buttercup Court	Cowslip Drive

Crowson Way	Horsegate	Meadow Road	Sweet Close
Curlew Walk	Horsegate Farm Close	Panton Close	Swift Close
Douglas Road	Kesteven Close	Pawlett Close	Teasles
Elm Close	Knight Close	Pendlebury Drive	Thackers Way
Fen Field Mews	Lady Margarets Avenue	Primroses	The Brambles
Feneley Close	Lark Rise	Sewell Close	The Lees
Foxgloves	Linchfield Close	Sorrel Close	Towning Close
Fraser Close	Linchfield Road	Speedwell Court	Wade Park Avenue
Groom Close	Linnet Close	St Vincent's Close	
Hall Meadow Road	Marigolds	Swallow Walk	

DJB3

Abel Close	Churchgate	Manor House Court	St James Mews
Apple Tree Close	Cranmore Drove	Manor Way	Station Road
Ascendale	Crowfields	Millfield Road	Stephens Way
Back Lane	Crowland Road	New Row	Stowgate Road
Barrons Farm Road	* Darbyshire Close	Old Priory Farm	The Parslins
Bell Lane	Eastgate	Orchard Close	Tooley Way
Benedict Court	Ermine Way	Park Estate	* Towngate East
* Braeburn Road	Frognall	Park Road	Tryon Court
Bridge Street	Hereward Way	Priory Close	Tudor Place
Broadgate Lane	High Street	Riverbank Close	Tyghes Close
Brownlow Drive	Holly Way	River Lane	Waterton Close
Burghley Close	Horsegate	Rycroft Avenue	Welland Way
Cartmel Court	* Laxton Close	Rycroft Close	Windmill Close
Church Street	Lindsey Court	Spalding Road	
Churchfield Close	Locks Close	* Spalding Road	* <u>from DJA3</u>

GRANTHAM ARNOLDFIELD WARD

GAA1

Alnwick Way	Corfe Close	Lauriston Road	Peveril Place
Balmoral Drive	Dover Closer	Lewes Avenue	Riber Close
Bamburgh Close	Dunster Close	Lindisfarne Way	Richmond Drive
Barrowby Road	Grimsthorpe Close	Mount Street	Scarborough Close
Berkeley Avenue	Hadleigh Close	Newark View	St. Mawes Way
Carmarthen Close	Hever Close	North Parade	Tamworth Close
Conisbrough Close	Knaresborough Drive	Oakham Close	Tattershall Close

GAB1

Applewood Drive	Cheviot Close	Lilacwood Drive	Palmwood Close
Arnold Avenue	Chiltern Close	Lynden Avenue	Peachwood Close
Arnoldfield Court	Cliffe Road	Malim Way	Pinewood Drive
Ashley Drive	Cochran Close	Malting Cottages	Pretoria Road
Beaumont Drive	Cotswold Drive	Maltings Lane	Rowanwood Drive
Bell Close	Gonerby Court	Malvern Drive	Stephenson Avenue
Birchwood Close	Gonerby Hill Foot	Maplewood Close	Swallows Close
Bramblewood Close	Gonerby Road	Mendip Close	The Haverlands
Briarwood Close	Hazelwood Drive	New Row	Vale Road
Broomwood Close	Hollywood Close	Ogden Square	Vernon Avenue
Cambrian Close	Kimberley Terrace	Orangewood Close	Vivian Close
Cedarwood Close	Kings Gardens	Orchard Close	Webster Way
Cherrywood Drive	Ladysmith Terrace	Ostler Close	

GAC1

Brecon Close	Cotswold Drive	Malvern Drive	Pennine Way
Brendon Close	Grampian Way	Mendip Close	

GRANTHAM BARROWBY GATE WARD

GBA1

Barrowby Gate	Derby Close	Manchester Way	St. Edmunds Court
Barrowby Road	Durham Close	Neals Crescent	Thorneydene Gardens
Birmingham Close	Ely Way	Newcastle Close	Truro Close
Blackburn Close	Exeter Close	Norwich Way	Tyndal Road
Bradford Close	Gloucester Road	Peterborough Close	Wakefield Close
Bristol Close	Greenhill Road	Pilgrim Gardens	Warwick Close
Campbell Close	Guildford Close	Portsmouth Close	Wells Close
Carlisle Close	Hereford Way	Ripon Close	Westminster Way
Chelmsford Drive	Ipswich Gardens	Robertson Road	Winchester Road
Chester Gardens	Lamplight Square	Rochester Drive	Worcester Road
Chichester Close	Leicester Grove	Salisbury Close	York Way
Coles Way	Lichfield Close	Southwell Close	
Coventry Close	Lincoln Close	St. Albans Close	

GBB1

Barrowby Gate	Dysart Road	Shanklin Drive	Ventnor Avenue
Becketts Close	High Meadow	Shorwell Close	Westbourne Place
Brading Avenue	Kingston Avenue	Sportsmans Row	Wroxall Drive
Coles Way	Newport Avenue	St. Helens Close	Yarmouth Avenue
Cowes Road	Ryde Avenue	Valley Road	

GRANTHAM EARLESFIELD WARD

GEA1

Aire Road	Dysart Road	Hillingford Way	The Drive
Ambergate Walk	Earlesfield Lane	Hodder Close	The Grove
Avon Close	East Avenue	Marlstone Place	Trent Road
Beechcroft Road	Foston Road	Medway Avenue	Warmington Avenue
Calder Close	Goodliff Road	Meres Road	West Avenue
Derwent Road	Heathfield Road	Oakleigh Road	
Dexter Avenue	Hill View Close	The Avenue	

GEB1

Chestnut Grove	Harby Close	Mallard Court	Swingbridge Road
Clyde Court	Hawthorne Court	Muston Road	Sycamore Court
Colne Court	Hickling Close	Nene Court	Tamar Court
Earlesfield Lane	Hornsby Road	Redmile Walk	Thames Road
Falcon Court	Ivatt Court	Shaw Road	Trent Road
Gannet Court	Kestrel Court	Stathern Walk	Welland Court
Goodliff Close	Kinoulton Court	Stirling Court	
Goodliff Road	Larch Close	Stour Court	
Gresley Court	Lymn Court	Sturrock Court	

GEC1

Alexandra Road	Beck Gardens	Harlaxton Road
Barnwell Terrace	Earlesfield Lane	

GRANTHAM HARROWBY WARD

GHA1

Canberra Crescent	Dryden Close	Hamilton Road	Pickworth Close
Canterbury Close	Edinburgh Road	Harrowby Lane	Princess Drive
Christchurch Road	Elliot Close	John Foster Close	Purcell Close
Dickens Road	Goldsmith Road	Melbourne Road	Queensway

GHB1

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
Waterside Drive

GHC1

Belmont Grove
Burns Close
Byron Avenue
Central Place

Chaucer Close
Ermine Close
Harrowby Lane
Keats Avenue

Kipling Close
Moat Walk
Rossetti Court
Shakespeare Avenue

Shelley Avenue
Tennyson Avenue
Uplands Drive
Wordsworth Close

GHD1

Belton Avenue
Belton Gardens
Belton Grove
Belton Lane

Bromley Gardens
Cottesmore Close
Elm Grove
Harrowby Close

Harrowby Lane
Lime Grove
Pippin Gardens
The Orchards

Tyson Close
Willoughby Gardens

GRANTHAM SPRINGFIELD WARD**GSA1**

Arlington Gardens
Atlantic Place
Bradley Drive
Burrows Close

Garnet Mews
Hardwicke Close
Harlaxton Road
Hudson Way

Huntingtower Road
Mayflower Mews
Ormonde Close
Pacey Way

Porter Square
Springfield Road
Tilling Close
Wilks Road

GSB1 (PART OF CURRENT GSA1)

Bolsover Road
Brick Kiln Place
Buckminster Gardens
Caravan Site
Caunt Road
Cromford Court

Elvaston Court
Eyam Way
Haddon Road
Harris Way
Hartington Close
Hathersage Close

Kedleston Road
Littleover Way
Scarsdale Way
Springfield Road
Stamford Street
Sudbury Road

Tissington Road
Victoria Street
Walton Gardens
Wessington Court
Wingfield Court
Yeldersley Court

GSC1 (CURRENT GSB1)

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

GRANTHAM ST. VINCENT'S WARD**GVA1**

Aviary Close
Gorse Rise
Gorse Road

Hill Avenue
Jubilee Avenue
Laburnum Close

New Beacon Road
Regency Gardens
Sharpe Road

Signal Road

GVB1

Barrack Square
Beacon Lane
Bellwood Gardens
Brisson Close
Brittain Drive
Garden Close

Hall Drive
Hill Avenue
Kenwick Drive
Kintore Drive
New Beacon Road
Range Road

Riverside Walk
Sandon Close
Sandon Road
Southlands Drive
St Catherines Road
Stonebridge Road

Turnor Crescent
Twyford Gardens
Woodlands Drive
Wyndham Close

GVC1 (CURRENT GVD1)

Blenheim Way	Dudley Road	Lancaster Gardens	Stuart Street
Bridge End Road	Granville Street	Oakhurst Close	Toll Bar Road
Bridge Street	Halls Hill	St. Anne's Street	Wellington Drive
Cecil Street	Harrowby Road	St. Catherine's Road	
Cold Harbour Lane	Hillside Crescent	St. Vincent's Road	
Croft Drive	Hillside Drive	Stonemasons Court	

GVD1 (CURRENT GVE1 AND GVC1)

Brewery Hill	Fletcher Street	Queen Street	Station Road East
Cambridge Street	Grantley Street	Railway Terrace	The Waterfront
Clifton Court	Harrow Street	Rathkerr Court	Trinity Mews
College Street	Launder Terrace	Rugby Court	University Court
Commercial Road	London Road	Rycroft Street	Welby Everard Court
Dixon Place	Newton Street	St. Catherine's Road	Wharf Road
Elton Street	Norton Street	St. John's Court	William Street
Eton Street	Oxford Street	Station Road	

GVE1 (CURRENT GVF1)

Albert Street	Fircroft	Mill Drive	Saltersford Grove
Anson Close	Holly Close	Mill House Drive	Somerby Grove
Bridge End Grove	Houghton Road	Nottingham Terrace	South Parade
Bridge End Road	London Road	Primrose Way	Witham Place
Edward Street	Meadow End	Regents Court	

GVF1 (CURRENT GVG1) - LONDONTHORPE & HARROWBY WITHOUT – BRIDGE END PARISH WARD

Bridge End Grove	Hillside Drive	Pasture Close	Somerby Grove
Bridge End Road	Meadow End	Saltersford Grove	
Eastwood Drive	Oakhurst Close	Saltersford Road	

GRANTHAM ST. WULFRAM'S WARD

GWA1

Abbeydale Crescent	Hawksdale Close	Mossdale Close	Sandcliffe Road
Bishopdale Road	Highcliffe Road	Northcliffe Road	Teesdale Road
Dale Road	Kingscliffe Road	Oakdale Close	Waterside Drive
Darley Dale Crescent	Langdale Crescent	Peascliffe Drive	Wensleydale Close
Dovedale Close	Langford Gardens	Progress Way	Westerdale Road
Eskdale Road	Longcliffe Road	Ravendale Close	Willowdale Court
Farndale Crescent	Manthorpe Road	Redcliffe Road	
Hatcliffe Close	Meadowdale Crescent	Rushcliffe Road	

GWB1

Albion Place	Castlegate	Manthorpe Road	Slate Mill Place
Albion Road	Chambers Street	New Street	St. Wulfram's Court
Albion Street	Church Street	North Parade	Swinegate
Alford Street	Elmer Street North	Park Road	The Slate Mill
Bluegate	Gladstone Terrace	Premier Court	Vine Street
Broad Street	Kesteven Court	Prospect Place	Watergate
Brook Street	Lodge Way	Redcross Street	Welby Gardens
Brownlow Street	Manners Street	Sidney Street	

GWC1 (PART OF CURRENT GWC1)

Agnes Street	Avenue Road	Castlegate	Drakes Court
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East Street Elmer Street North Finkin Street	George Street Grove End Road High Street	Montanari Court Riverside Russell Read Almhouses	The Grange Vine Street Welham Street
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GWD1 (CURRENT GWD1 & PART OF CURRENT GWC1)

Bath Street Dysart Road Great Northern Court Greyfriars	High Street Market Place Michelan House North Street	Priory Court St. Peter's Hill Union Street Wallwork Mews	Watergate Welby Street Westgate Wharf Road
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GWE2 (BELTON & MANTHORPE - ROSEDALE PARISH WARD)

Baysdale Grove Borrowdale Way	Glaisdale Gardens Grizedale Close	Rosedale Drive Rydale Close
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MARKET DEEPING

MDA3

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 Close Kesteven Drive Lamport Close Lime Tree Avenue Lincoln Close Lindsey Avenue Maxey Close Meadway Millfield Road Osbourne Way	Park Drive Petworth Close Prestland Rockingham Close Sandringham Way St Guthlac Avenue Stamford Close Stamford Road Tattershall Drive The Avenue The Blades The Grove The Hawthornes	The Orchard The Paddock The Spinney The Woodlands Towngate East (even nos.) Towngate West Vergette Court Wheatsheaf Court Woburn Close Woodcroft Close
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MDB3

Baron Mews Baroness Way Beaufort Avenue Beech Close Black Prince Avenue Bramley Road Charter Avenue Cherry Grove Chestnut Way Church Street Clover Road Countess Road Courtfields Curlew Walk	Dixons Road Douglas Road Duchess Drive Duke Meadows Earl Mews Eastfield Elm Close Florence Way Glebe View Godsey Crescent Godsey Lane Hawthorn Close High Street Joan Wake Close	John Eve Way Jubilee Drive Kingsgate Lady Margarets Avenue Lark Rise Market Place Meadow Road Nightingales Oak Grove Princess Grove Queens Avenue Robin Close Rosemary Avenue Squire Close	Still Close Thackers Way The Granary The Meadows The Pasture Thyme Avenue Viscount Way Wade Park Avenue Willoughby Avenue Windsor Gardens Wren Close
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MDC3 (PART OF CURRENT MDA3) (SWINE'S MEADOW PARISH WARD FROM 2019)

Anson Court Cross Road Deeping St. Nicholas	Lancaster Way Northfield Road Northfield Road East	Outgang Road Shackleton Close Six Score Road	The Acorns Towngate East (odd nos) Wellington Way
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MDD3 (CURRENT MDC3) (WEST DEEPING)

Church Lane King Street	Stamford Road The Lane	The Row
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STAMFORD ALL SAINTS WARD

SAA1

Airedale Road	Downing Crescent	Keble Close	Sandringham Close
Ancaster Road	Edinburgh Road	Keble Court	Selwyn Road
Andrew Road	Edward Road	Lambeth Walk	Somerville Road
Anne Road	Eleanor Close	Little Casterton Road	Trinity Road
Blashfield Close	Elizabeth Road	Mountbatten Avenue	William Court
Burghley Road	Emmanuel Road	Newham Road	Windsor Close
Cambridge Road	Fitzwilliam Road	Oxford Road	Zara Court
Charles Road	Gainsborough Road	Pembroke Road	
Churchill Road	Girton Way	Peterhouse Close	
Darwin Close	Green Lane	Radcliffe Road	

SAB1

Audas Place	Casterton Road	Jackson Way	Ross Drive
Banks Crescent	Chatsworth Road	Laughton Drive	Walcot Way
Barnwell Road	Clapton Close	Little Casterton Road	Waverley Gardens
Belvoir Close	Collins Avenue	Mason Drive	Waverley Place
Beverley Gardens	Elgar Way	Ravel Close	Winterton Close
Bradshaw Close	Elton Close	Rockingham Road	
Burgess Road	Haddon Road	Roman Mill Gardens	

SAC1

Argyll Way	Ermine Close	Reform Street	The Courtyard
Burns Road	Ermine Way	Roxburgh Road	Torkington Street
Casterton Road	Fox Dale	Stirling Road	Vence Close
Empingham Road	Highlands Way	Sutherland Way	Zebra Cottages

STAMFORD ST. GEORGE'S WARD

SGA1

Alexandra Road	Glen Crescent	Lincoln Road	Somerby Close
Bain Close	Green Lane	Lindsey Road	South View Terrace
Cheshire Close	Haberget Place	Masterton Close	Willoughby Road
Christ Church Close	Holland Road	Masterton Road	Witham Close
Drift Road	Irnham Road	New Cross Road	
Emlyns Street	Kesteven Road	Princes Road	
Fane Close	Kings Road	Queens Street	

SGB1

Cornwall Road	Lancaster Road	Redcot Mews	Victoria Road
Essex Road	New Cross Road	Sargents Court	Worcester Crescent
Gloucester Road	Norfolk Square	Sussex Road	York Road
Kings Road	Redcot Gardens	Tolethorpe Square	

SGC1

Armley Grove	Doughty Street	Melbourne road	St. Paul's Street
Back Path	Drift Avenue	New Cross Road	Stanley Street
Bentley Street	Drift Gardens	New Street	Sunny Bank
Berkeley Court	Drift Road	Northfield Cottages	Swanson House
Berrybut Way	East Street	Northfields Court	The Close
Blackstones Court	Edmonds Close	Recreation Ground Road	Trafalgar Terrace
Burghley Court	Emlyns Gardens	Rutland Road	Turnpole Close
Coalville Cottages	Hillary Close	Ryhall House	Vine Street
College Close	Lincoln Road	Ryhall Road	Woodhead Close
Conduit Road	Losecoat Close	St. George's Avenue	

STAMFORD ST. JOHN'S WARD

SJA1

Aberdeen Close	Caledonian Road	Fir Road	Nairn Road
Angus Close	Campion Grove	Forest Gardens	Oak Road
Arran Road	Carisbrooke Grove	Foxglove Road	Oban Close
Ash Place	Casterton Road	Garden Close	Perth Road
Ayr Close	Cedar Road	Gleneagles Close	Pine Close
Beech Grove	Charlock Drive	Hazel Grove	Primrose Way
Birch Road	Chestnut Gardens	Highgrove Gardens	Shelley Close
Blackthorn	Clover Gardens	Keats Grove	Sorrel Close
Bluebell Road	Cornflower Close	Kipling Close	Sutherland Way
Braemar Close	Cromarty Road	Lavender Way	Sweetbriar
Bramble Grove	Dickens Drive	Marigold Close	Tennyson Way
Buttercup Close	Dundee Drive	Meadowsweet	Tobias Grove
Byron Way	Empingham Road	Melrose Close	Troon Close
Caithness Road	Falirk Close	Montrose Close	Willow Road
	Fife Close	Moray Close	

SJB1

Brooke Avenue	Exeter Gardens	Lonsdale Road	Roman Bank
Cottesmore Road	Exton Close	Luffenham Close	Stockwell Avenue
Culpepper Way	Hambleton Road	Lyndon Way	Tinwell Road
Empingham Road	Launde Gardens	Melacholy Walk	Tinwell Road Lane

STAMFORD ST. MARY'S WARD

SMA1 (PART OF CURRENT SMA1) (ST. MARY'S PARISH WARD FROM 2019)

All Saints Place	Cliff Road	North Street	Sargents Court (42-56)
Barn Hill	Harcourt Terrace	Northumberland Avenue	Scotgate (52-73, Rock Cottage & Blenheim Court)
Barn Hill Mews	Laburnum Villas	Orchard Close	St John's Terrace
Broad Street	Lindum Cottages	Orchard Road	Wheatleys Yard
Brownes Hospital	Little Casterton Road	Radcliffe Close	Woodbridge Mews
Casterton Road	New Cross Road	Radcliffe Road	
Chapel Court	Newboults Lane	Red Lion Street	
Cliff Crescent	Newcomb Court	Rock House Gardens	

SMB1 (PART OF CURRENT SMB1) (ST. MARY'S PARISH WARD FROM 2019)

Abbotts Close	Cherry Holt Road	Park Lane	St Mary's Place
Adelaide Gardens	Cheyne Lane	Park View	St Mary's Street
Adelaide Street	Cornstall Buildings	Pauley's Court	St Paul's Street
Albert Road	Danegeld Place	Phillips Court	Star Lane
Anseres Place	Daniel Court	Pinfold Lane	Star Lane Mews
Axiom Court	Duncombs Yard	Priory Gardens	Stukeley Court
Back Lane	East Street	Priory Road	Tenter Court
Barnack Road	Elm Street	Red Lion Street	The Croft
Barons Way	Gas Lane	Reedmans Court	Ticklebank Gardens
Belton Gardens	Gas Street	Riverside Place	Uffington Road
Belton Street	Goldsmiths Lane	Ryhall Road	Water Street
Blackfriars Street	Hanover Court	Saxon Court	Welland Mews
Bowman Mews	High Street	Skells Court	Wellington Lane
Brazenose Lane	Ironmonger Street	St George's Square	Wharf Road
Broad Street	Lady Romaine Close	St George's Street	Woodside
Brownlow Quay	Lamberts Mews	St George's Terrace	
Brownlow Street	Lumbys Terrace	St John's Street	
Brownlow Terrace	Maiden Lane	St Leonards Street	
Burghley Lane	Milners Court	St Martin's Close	
Cecil Court	Newtown Court	St Mary's Hill	

SMC1 – PART OF CURRENT SMA1 (ST. PETER'S PARISH WARD FROM 2019)

All Saints Mews	Kings Mill Lane	Scotgate (<i>4-31B & Farrier Mews</i>)	St Peter's Vale
Austin Friars Lane	Petergate		The Hermitage
Austin Street	Queens Walk	Sheep Market	Tinwell Road
Bath Row	Rock Court	Sherwood Close	Torkington Gardens
Clare Close	Rock Road	St Clements	Truesdales Hospital
Eight Acres	Rock Terrace	St Peters Court	Warrenne Keep
Empingham Road	Roman Bank	St Peter's Hill	West End Villas
Foundry Court	Rutland Terrace	St Peter's Street	West Street
Foundry Road		St Peter's Terrace	West Street Gardens

SMD1 (ST. PETER'S PARISH WARD FROM 2019)

All Saints Street	Church Street	Lord Burghley's Hospital	Seaton Road
Bath Row	Fryers Callis	Mallard Court	Sheep Market
Castle Street	Garratt Road	Mallory Lane	Station Road
Castledyke	Gooches Court	Olde Barn Passage	St Mary's Passage
Church Court	Gresley Drive	Pinfold Lane	Wothorpe Mews
Church Lane	Kettering Road	Scotneys Place	Wothorpe Road



South Kesteven District Council

Equality Impact (Initial Analysis)

Interim Review of Polling Districts and Polling Places

Service Area:	Lead officer: Julie Edwards	Date of Meeting 16/09/16
Legal & Democratic Services	Assessors: Jo Toomey	
	Neutral Assessor: David Lambley	

1. Name and description of policy/service/function/strategy

We are carrying out a review of polling districts (these are smaller areas of Parliamentary Constituencies and local government wards) and polling places (buildings that house polling stations where electors go to vote).

A recent review of boundaries for the Lincolnshire County Council area means that we need to adjust some of our polling districts and polling places, so that they meet criteria set out in the Electoral Commission guidance on how to carry out a review: [guidance on the review of polling districts and polling places](#).

Considering the accessibility of polling places and polling stations for all electors in the area is a key part of the review.

As the review is an interim review, we are only proposing a small number of changes to the current arrangements.

Is this a new or existing policy?

Existing

2. Complete the table below, considering whether the proposed policy/service/function/strategy could have any potential positive, or negative impacts on groups from any of the protected characteristics (or diversity strands) listed, using demographic data, user surveys, local consultations evaluation forms, comments and complaints etc.

Equality Group	Does this policy/service/function/strategy have a positive or negative impact on any of the equality groups? Please state which for each group	Please describe why the impact is positive or negative. If you consider this policy etc is not relevant to a specific characteristic please explain why
Age	Potential for negative impact	<p>There was the potential for a negative impact on children who accompany their parents to polling stations where their polling station is a pub and could potentially restrict the hours their parents would vote. The potential impact is mitigated because those polling stations are housed in rooms that are separated from the bar area; they are neither open for drinking nor the sale of alcohol.</p> <p>We recognise that elections can have an impact where polling stations are housed in schools. In these instances it is the</p>

		<p>responsibility of the head teacher to manage any safeguarding conflict by putting appropriate measures in place. These measures vary between schools – some head teachers will make the decision to close for the day, while others are able to provide a room with direct access that does not conflict with areas populated by children.</p> <p>Residents living in SKDC sheltered housing schemes also lose access to their communal room for the day. This is offset by providing a polling station that is very conveniently located for them to access.</p>
Disability	Potential for negative	<p>We are keen to provide local polling stations in as many areas as possible. Some of the villages have very limited community venues from which to choose and not all of those buildings are accessible.</p> <p>Where there is a need, we provide ramps to assist with steps or thresholds. We will also provide additional lighting if there is a need.</p> <p>In moving polling stations or introducing new polling stations, door width is a key consideration.</p> <p>Provision is also available within election procedure for Presiding Officers to take the ballot paper(s) outside to the voter if they cannot enter the polling station. Electors are also able to apply to vote by post if they would prefer to vote personally, or by proxy.</p> <p>Potential impact for staff. We will include an additional sheet when we write out to staff and that will be taken into consideration when allocating staff</p>

Race	No impact	
Gender Reassignment	No impact	
Religion or Belief	Potential for negative impact	<p>Where polling stations are housed in pubs, they are in located in separate rooms that are not open for drinking or serving alcohol.</p> <p>Some of the villages in the district are so small the only type of community building they have is a church. If an elector did not feel comfortable entering a church because of their religious beliefs, they are able to apply to vote by post or proxy.</p> <p>If concerns are raised by staff members about appointment to a polling station in a church, we will look to move them.</p>
Sex	No impact	
Sexual Orientation	Potential for negative impact	<p>Where polling stations are in a church it is where there is no other alternative. We are aware of the potential that some voters may not feel able to vote in a church because of the views of that faith on their sexual orientation. People are informed well in advance of where their polling station will be. If the voter did not feel able to vote in that polling station, they would have sufficient time to apply vote by another method.</p>
Pregnancy and Maternity	No impact	
Marriage and Civil Partnership	No impact	

Carers	Potential for negative impact	A carer may have to take the person for whom they care with them to the polling station. If the polling station is not accessible for the person for whom they care and the carer cannot leave them alone outside, polling station staff could use the same provisions in place for electors with disabilities that are unable to gain access to the building.
Other Groups (e.g. those from deprived (IMD*) communities; those from rural communities, those with an offending past) *(IMD = Indices of multiple deprivation)	Rural communities	Where possible a polling station will be put into all communities – we try and encourage polling stations in those very rural communities to help improve access and make voting as convenient as possible. Wherever we can we try and maintain polling stations in their rural communities.
General comments	<p>Places we choose are determined by polling district boundaries, so the two aspects are interlinked. Polling districts are firstly determined by ease of access (travelling distance) and electorate, and then a suitable and safe venue within a polling district is identified for use.</p> <p>Every effort is made to find accessible, well lit, prominently located buildings to use as polling places.</p>	

3. What equality data/information did you use to inform the outcomes of the proposed policy/service/function/strategy? (Note any relevant consultation who took part and key findings)

At each election polling station inspectors submit reports giving feedback on polling stations, including accessibility issues. These reports are fully reviewed and action is taken to address issues that have arisen. Polling station staff also feed-back on the polling stations in logbook; these reports are also followed-up.

Any building we consider for use as a polling station is visited when we make an assessment of accessibility and plan any action that would remove barriers to voters. PO checks just before elections.

If there are any gaps in the consultation/monitoring data, how will this be addressed?

As part of the review, we publish our draft recommendations so that members of the public can provide feedback. We also actively seek feedback from:

- Returning officers
- Members of Parliament
- District Councillors
- County Councillors
- Parish Councils
- Local Constituency Political Parties
- Disability and access groups
- People or organisations with expertise in relation to the access of premises or facilities for people with disabilities

We take this feedback into account when developing final proposals.

When invitations are sent to prospective polling station staff we will ask them about whether any of the protected characteristics may affect where they could be appointed.

4. Outcomes of analysis and recommendations (please note you will be required to provide evidence to support the recommendations made): Please check one of the options.

a)	No major change needed: equality analysis has not identified any potential for discrimination or for negative impact and all opportunities to promote equality have been taken	<input checked="" type="checkbox"/>
<i>If you have checked option a) you can now send this form to the Lead Officer and your Neutral Assessor for sign off</i>		
b)	Adjust the proposal to remove barriers identified by equality analysis or to better promote equality.	<input type="checkbox"/>
<i>If you have checked option b) you will need to answer questions b.1 and b.2</i>		
c)	Adverse impact but continue	<input type="checkbox"/>
<i>If you have checked option c) you will need to answer questions c.1</i>		
d)	Stop and remove the policy/function/service/strategy as equality analysis has shown actual or potential unlawful	<input type="checkbox"/>

b.1 In brief, what changes are you planning to make to your proposed policy/service/function/strategy to minimise or eliminate the negative equality impacts?

- b.2** Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.

If you have checked option b) you will need to complete a Stage 2 equality analysis

- c.1** Please provide an explanation in the box below that clearly sets out your justification for continuing with the proposed policy/function/service/strategy.

If you have checked option c) you will need to complete a Stage 2 equality analysis. You should consider in stage 2 whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.

Signed (Lead Officer):
(Name and title)

Julie Edwards
Elections and Democratic Services Team Leader

Date completed:

07/11/16

Signed (Neutral Assessor):
(Name and title)

David Lambley
Corporate Fraud Officer

Date signed off:

07/11/16

REPORT TO COUNCIL

REPORT OF: Scrutiny Committee Chairman

REPORT NO: LDS194

DATE: 17 November 2016

TITLE:	Scrutiny Committee Annual Report 2015/16	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	Not applicable	
EXECUTIVE MEMBER: NAME AND DESIGNATION:	Councillor Mrs. Frances Cartwright – Executive Member, Governance	
CONTACT OFFICER:	Jo Toomey, Principal Democracy Officer Telephone: 01476 40 60 80 (Ext: 6152) j.toomey@southkesteven.gov.uk	
INITIAL IMPACT ANALYSIS:	Carried out and Referred to in paragraph (7) below	Full impact assessment Required:
Equality and Diversity	Not applicable – see paragraph 7	
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	None	

1. RECOMMENDATIONS

1.1 The Council notes the Scrutiny Committee Annual Report 2015/16

2. PURPOSE OF THE REPORT

- 2.1 Under Article 6.8 of the Council's Constitution, the Scrutiny Committee must report annually to the Council on its activity.

3. DETAILS OF REPORT

- 3.1 This report covers the period from 21 May 2015 to the 21 April 2016. The report provides a summary of the Committee's work during the course of the year.

4. OTHER OPTIONS CONSIDERED

- 4.1 The Council's Constitution prescribes that the Committee must submit a report each year to the Council.

5. RESOURCE IMPLICATIONS

- 5.1 None.

6. RISK AND MITIGATION

- 6.1 Risk has been considered as part of this report. No high risks to the Council were identified.

7. ISSUES ARISING FROM IMPACT ANALYSIS

- 7.1 The report provides a summary of work undertaken by the Scrutiny Committee in 2015/16; consequently no impact analysis is required.

8. CRIME AND DISORDER IMPLICATIONS

- 8.1 There are no crime and disorder implications arising as a result of this report.

9. COMMENTS OF FINANCIAL SERVICES

- 9.1 There are no financial comments to make in respect of this report.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

- 10.1 It is a requirement under Article 6 of the Constitution that the Scrutiny Committee report annually to Council on the work it has undertaken.

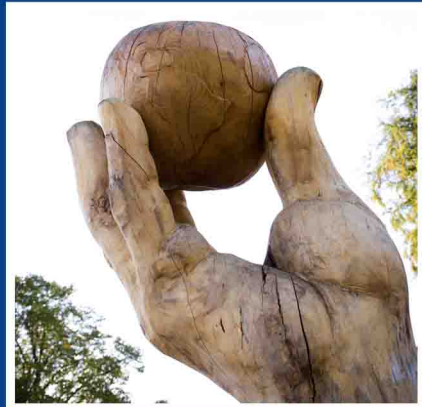
11. APPENDICES:

- Appendix 1 - Scrutiny Committee Annual Report 2015/16



Scrutiny Committee Annual Report

2015/16



your council working for you

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1.0 Chairman's Foreword

2015/16 was an exciting year for the Scrutiny Committee. The new Committee was appointed following the District Council elections. not only did it contain a number of new completely new Councillors, many of the returned Councillors were new to Scrutiny.

During 2015/16 the Committee participated in two training sessions. The first, which was delivered by the Centre for Public Scrutiny, focussed on high-level, strategic topics. The second session, which was delivered by Dr. Stephanie Snape provided a more practical introduction to scrutiny, concentrating on skills and tips to help the Committee in its activities.

In its first year, the Committee has particularly focussed on its critical friend role.

I would like to thank the Councillors who sat as members of the Committee during the year for their commitment and willingness to participate. While it can be challenging to start something from scratch, I think the whole Committee is now getting to grips with its role and gaining momentum so I look forward to seeing it develop in the coming years.

In particular I would like to offer my thanks to Councillor Bob Russell who served as the Committee's vice-chairman in 2015/16. I am pleased that he will remain a member of the Committee and we can share his knowledge and experience.

Finally I would like to offer my thanks to all those officers who have attended meetings of the committee and helped us with our scrutiny work, sharing their expertise.

*Councillor Bob Sampson
Chairman, Scrutiny Committee*

2.0 Introduction

Overview and scrutiny was introduced as part of the modernisation agenda for Local Government in the Local Government Act 2000. The overview and scrutiny process can influence decisions but it cannot make them.

In South Kesteven the overview and scrutiny functions are separated. Three Policy Development Groups carry out overview work, while the Scrutiny Committee is responsible for the scrutiny function.

2.1 About the Committee

The Scrutiny Committee is politically balanced, comprising 11 non-Cabinet members of the Council. Details of membership during 2015/16 are shown below:

Chairman:	Councillor Bob Sampson
Vice-Chairman:	Councillor Bob Russell
Members:	Councillor George Chivers (<i>replaced by Councillor Lynda Coutts on 9 July 2015</i>)
	Councillor Phil Dilks
	Councillor David Mapp
	Councillor Mrs. Judy Smith
	Councillor Mrs. Sarah Stokes
	Councillor Mrs. Brenda Sumner
	Councillor Frank Turner
	Councillor Dean Ward (<i>replaced by Councillor Ray Wootten on 21 January 2016</i>)
	Councillor Ray Wootten (<i>replaced by Councillor Mrs. Rosemary Kaberry-Brown on 9 July 2015</i>)

During 2015/16, the Committee met six times. Full details of the agendas and action notes from those meetings are available on the Council's website.

The Committee has a responsibility to monitor the Council's performance, consider its decisions, question how those decisions were made and recommend improvements.

The Scrutiny Committee also undertakes external scrutiny to examine wider issues that affect the district. The Council is required to have a Crime and Disorder Scrutiny Committee; the Constitution allows the Scrutiny Committee to fill this role.

2.2 The role of scrutiny

The Scrutiny Committee has four key functions, which are listed below.

- *To provide a "critical friend" challenge to the Cabinet as well as external authorities and agencies*
 - Challenge by scrutiny should be constructive, robust and purposeful
 - Scrutiny should work effectively with the Cabinet and senior management
 - Scrutiny should provide an effective mechanism for the Cabinet to demonstrate public accountability
- *To reflect the voice and concerns of the public and its communities*
 - Scrutiny should take a community leadership role by focusing on issues of public concern
 - Scrutiny should have a constructive relationship with the press and media
 - Scrutiny should create the conditions for plural views and concerns to be taken into account
- *Scrutiny members should take the lead and own the scrutiny process on behalf of the public*
 - Scrutiny should operate with political impartiality
 - Scrutiny should have ownership of its work programme
 - Scrutiny members should have a worthwhile and fulfilling role
- *Scrutiny should make an impact on the delivery of public services*
 - Scrutiny should have access to timely and accurate performance information
 - The scrutiny work-programme should be balanced, well co-ordinated and integrated into corporate processes
 - Scrutiny work should be carried out with strategic objectives in mind
 - Scrutiny should contribute to improving local public services

2.3 Work programming

As part of its working programming for 2015/16, the Committee has tried to concentrate on topics that support corporate priorities and drive improvements in the services the Council provides for its customers.

3.0 Introduction to Scrutiny

At the first meeting of the new Committee on 2 June 2016, the new Committee received a presentation which gave them an overview of the key principles of scrutiny. The aim of the presentation was to give members an understanding of the way the scrutiny function worked in South Kesteven prior to the training session led by the Centre for Public Scrutiny.

The presentation gave members information about the local arrangements for processes like call-in and Councillor Call for Action.

4.0 Performance and priorities

Annual Performance Report – 2014/15

At its meeting on 20 October 2015, the Scrutiny Committee received the annual performance report for 2014/15. The report and included statistics showed progress against the Council's corporate priorities in respect of projects and strategic performance measures.

Highlights from the report included:

- Increased footfall in the town centres towards the end of 2014/15 and beginning of 2015/16
- 166 new business enquiries
- 81% planning applications determined within the statutory timescale
- 92 affordable homes were delivered
- Projects aimed at keeping the district attractive including publicity campaigns and reviewing cleansing regimes
- Footfall in leisure centres exceeded targets
- Delivery of the second Gravity Fields Festival

Other issues discussed as a result of the report included the removal of recycling credits and its impact on the organisation, classification of villages within the Local Plan, matters related to council housing, the programmes being run through the arts centres, arrangements for answering customer telephone calls and headline financial information.

Performance updates 2015/16 – quarters 1 to 3

During the year the Committee received updates on the Council's performance and their contribution towards achieving priority themes.

Performance information was supplied to the Committee in a new, tabulated format, which members found very useful; they also noted the quality of the information that was being provided to support its work.

The tables provided information on 10 broad performance indicators that underpinned the Council's priority themes. Four of the indicators were recorded for data only; these were indicators over which the Council had little control but were useful in providing wider context and showing the general direction of travel. The remaining indicators all had targets set against them.

The indicators against which performance was reported to the Committee were:

Grow the Economy

- Percentage of planning applications approved (data only)
- Occupancy rates of retail units in town centres (target)
- Total footfall within key shopping areas (data only)

Keep SK clean, green and healthy

- Percentage of household waste sent for reuse, recycling and composting (target)

Promote leisure, arts and culture

- Number of visits through our leisure centres (target)

Support good housing for all

- Net additional homes provided (target)
- Gross number of affordable homes delivered (target)
- Number of households on the Council's housing needs register assessed as having a housing need (data only)

Well run council

- Number of complaints received (data only)
- Working days lost due to sickness absence including first day of sickness per full-time equivalent (target)

The report showed the levels of performance achieved, and where a target had been set, the target for that period, the annual target and the direction of travel. The information also gave performance against the indicator a red, amber or green status and provided commentary which

provided a summary of progress against the indicator and gave an explanation for any exceptions.

Town centre occupancy

Highlighted in the quarter 1 and 2 performance report was the occupancy of shops in the four main town centres where performance exceeded the national average. Through questions members identified that the town centre with the lowest occupancy rate was Grantham. This was confirmed when a more detailed breakdown was provided for members as part of the quarter 3 performance report. Members asked questions about the steps that were being put in place to bring the occupancy of retail units in Grantham into line with the other towns in the district. One of the key projects designed to increase footfall in Grantham town centre and make the town centre more attractive to businesses was the St. Peter's Hill project, which included the multi-screen cinema. Officers were also working with the landlords in town, focusing on the shared ambition of attracting the right type of retail development. Members also recognised that through the production of the new Local Plan for the district, there would be an opportunity to bring new uses into Grantham town centre.

Notably the quarter 3 performance report showed an upward trend in the occupancy of town centre retail units in Grantham.

Households assessed as having housing need

During discussion on the indicator which highlighted the number of households that were on the Council's housing needs register and assessed as having a housing need members asked about the process for turning round void properties and whether the condition in which properties were left had a significant impact on the turnaround time delaying the new tenant moving in. Members were advised that the condition in which the properties were left had improved as a result of the rechargeable repairs policy. The approach would be complemented through revisions to tenancy agreements, which would be adjusted to reflect changes in government policy and the Council's housing allocations policy.

Working days lost due to sickness

During quarter 1 and quarter 2 members noticed that the number of working days lost due to sickness had increased from a quarter 1 value of 9.98 to 10.88 in quarter. Members learned that the overall sickness rate was affected by the number of people who were long-term sick. The Committee was concerned that there might be a trend to sickness

absence that could be attributed to stress, so they requested a breakdown of the reasons given for sickness absence.

Further detail provided at the Committee's next meeting identified that the main reasons for absence between October and December were those expected for winter months: colds, flu and digestive issues. While stress-related sickness was amongst the top three reasons for absence in October 2015, it decreased and dropped out of the top three in November and December, which gave members reassurance.

Members did note that performance against the indicator in quarter 3 was just below target but within tolerances. An explanation was given that the figures quoted in the report were projections of the number of working days lost as a result of sickness would be at the end of the year if it were to carry on at the same rate. The actual number of days lost due to sickness at the end of quarter 3 was 7.26, reflecting the interventions that had been put in place, particularly working with those people on longer term sickness.

Complaints

Following receipt of the performance information for quarters 1 and 2, members of the Committee had asked for more detailed information on complaints. The Committee wanted to see whether there were any trends in relation to the number of complaints received for different areas of business. A majority of the complaints received at the end of quarter 3 related to street care services, which comprised refuse collection and street cleaning and included missed bins. Technology in the waste vehicles allowed crews to log households that failed to present bins, which meant those that were legitimate missed bin complaints could be identified. If a bin was missed legitimately on three occasions within a six-month periods, a complaint was automatically raised.

Members also considered the number of complaints relating to responsive housing repairs. There was some concern that the number of complaints was exacerbated by customers who were contacting the council about the same problem multiple times. Business managers were provided with a breakdown that included the number of times a person had called about the issue.

Committee members identified the distinction between complaints where the service of the council had not met customer expectations from those where the correct processes had been followed but the customer did not like the outcome. As an example, a number of the complaints made about the development management service were complaints where a customer disagreed with the decision made on a planning application. Going

forward, a new way of recording complaints was being introduced which would include the facility to distinguish between the different types of complaint received. This would provide a clearer picture of any trends and where it would be appropriate to take additional action.

Additional homes provided

During quarters 1 and 2, performance against this indicator was below target but within tolerances for the indicator. A piece of work was undertaken to identify the reasons that performance against the indicator was below target. This included a review to ensure completions were being accurately recorded as data could be provided through a number of different sources and to identify whether there were any wider circumstances contributing to performance, for example, material shortages.

By the time the quarter 3 report was presented to the Committee, performance against this indicator was below target and outside the tolerance levels. In questioning the reason for this the Committee learned that nationally the housing market was subdued, pending further detail on new Government programmes for building starter homes and affordable homes. No shortages of labour or materials had been identified.

Strong performance was shown against the target in 2014/15, when there was a strong appetite for development as the economy was coming out of recession; this used up available sites that were ready to be built out. Adversely, some new development land was slow to be released by landowners.

Members noted that there were a number of actions in place to try and facilitate the release of sites for development, ensuring that sufficient land was included in the emerging local plan to meet strategic housing need and the Council's growth aspirations, and provide opportunities for development where developers had an appetite to build.

5.0 Flooding

During 2014/15 the Committee carried out extensive work in relation to flooding, which is summarised in the annual report for that year. The outcome of the work led to a report to be sent to Lincolnshire County Council as the lead local flood authority requesting feedback on:

- A simple explanation of who does what in the District and/or Lincolnshire as a whole and who to call/where to get information in

respect of flooding incidents, flood prevention and emergency planning

- Whether the information would be available to members of the public as a leaflet
- An explanation of which flooding incidents are investigated, the procedure for investigation and how the outcomes of those investigations are reported
- How and when the decision will be made about which organisation has responsibility for advising on SuDS
- The relevant consultee on flood risk and drainage issues for the determination of planning applications

Feedback on each of these areas was provided by officers at Lincolnshire County Council and reported to the Committee's meeting on 25 August 2015. The response included a link to Lincolnshire County Council's website, which included a number of flooding related downloads including leaflet on managing flood risk in Lincolnshire. This leaflet explained the role of Lincolnshire County Council in managing flood risk in Lincolnshire. The response also provided members with information about the role the County Council played in relation to flooding matters in consultation on planning applications following changes in legislation.

6.0 Safeguarding

At the Committee's meeting on Tuesday 25 August 2015, the Community Engagement and Policy Development Officer delivered a presentation giving an overview of the Council's responsibilities in relation to safeguarding children and vulnerable adults.

Members of the Committee identified that Councillors could make a valuable contribution in relation to safeguarding; their responsibilities were the same as officers of the Council and they were well-placed to identify issues of concern within their own communities.

During the presentation members asked questions and sought assurance in relation to a number of issues:

- Arrangements were in place to check the suitability of taxi drivers including mandatory training for those taxi drivers with school contracts, which was delivered through Lincolnshire County Council
- The quantity and distribution of family support workers throughout Lincolnshire
- Arrangements for the scrutiny of the safeguarding function and the self-assessment process Council's were required to undertake
- Suggestions to assist Councillors as they work in their Wards
- Training arrangements

Examples were given of the wide range of issues covered by the safeguarding agenda and hypothetical examples of how concerns might be raised and dealt with using a multi-agency approach.

At the end of the presentations members decided they wanted to look more deeply at safeguarding training for members and officers and to look at the structures used to deal with safeguarding matters. Consequently, safeguarding structures and an item on training was presented to the Committee's meeting on 20 October 2015.

During the October meeting members received a report on the training pathway for safeguarding, current training levels of staff and elected members within the authority and the structure of the Safeguarding Boards for Lincolnshire.

During the discussion on attendance at training, members considered ways to optimise attendance including promotion through group leaders and whether it would be possible to provide an e-learning option. In the end, members agreed a recommendation:

- That members of the Scrutiny Committee should encourage their Councillor colleagues to attend safeguarding training sessions

7.0 Removal of the Spare Room Subsidy

The Committee requested an item on the Removal of the Spare Room Subsidy. The topic was scoped at the Committee's meeting on 25 August 2015 when members decided they wanted to look at the following issues:

- The number of people affected by the removal of the spare room subsidy and the impact on council tenants
- The impact of the subsidy on housing provision and supply
- The measures put in place by the Council to support people affected by the spare room subsidy and whether those measures worked
- Whether the Council had sufficient resources in place to deal with the requirements and whether they were deployed effectively

A report was produced on the issue which was considered at the Committee's October meeting, which covered:

- The rules in relation to the removal of the spare room subsidy
- The national impact of the removal of the spare room subsidy was outlined in an evaluation produced by the Department of Work and Pensions
- The number of SKDC tenants in receipt of Housing benefit

- Discretionary Housing Payment including the numbers of applications received and the total number of housing benefit claimants that had applied for a discretionary housing payment that were linked to the removal of the spare room subsidy
- SKDC housing allocations policy and homelessness including composition of housing stock

Members identified that in stock to meet general needs, only 4.58% had one bedroom.

In terms of support for residents affected by the removal of the spare room subsidy, government introduced Discretionary Housing Payments which were a short-term measure to allow tenants to consider their position and make changes. The Council also ran a rent deposit scheme to support residents in finding accommodation in the private sector.

On Tuesday 1 December 2015, the Committee received a further update. Members had previously asked questions about the number of evictions where the removal of the spare room subsidy was a contributing factor. While there was no conclusive proof of a link between the eviction and removal of the subsidy, officers advised the total number of evictions and how many they believed were as a direct result of the removal of the subsidy. The judgement was based on whether the tenant had had a good payment history prior to the introduction of the subsidy.

Additional information was also made available as to the level of Discretionary Housing Payment made available to the Council including the percentage of payments that were made to council tenants and tenants of housing associations.

Members of the Committee concluded that they were content with the measures that the Council had put into place to support tenants and the smooth transition of the removal of the spare room subsidy.

8.0 Gas servicing

The Committee had asked to look at the arrangements for gas servicing, which was managed by an external contract. The Business Manager, Property and Development attended the meeting of the Committee held on Tuesday 16 February 2016 when members considered report number P&D24.

The report explained the process used to let the contract, the contract management arrangements, the arrangements that are in place to ensure appropriate notice is served to tenants, the way in which customer

satisfaction is recorded and the procedures in place to deal with any concerns regarding contract performance.

The Committee was particularly interested in the number of broken appointments and the process that would be followed if a tenant failed to provide access to the property for gas servicing. Members considered whether the channels used to communicate with tenants were appropriate. Regular transfers of data were made between the Council and the contractor to ensure that they had access to the most up-to-date information, which included information gathered through the tenants' census on how tenants preferred to be contacted. Reassurance was also given that the contractor tried all numbers on record to speak to a tenant to arrange for servicing and where a second letter had to be delivered by hand, the officer spoke to neighbours and liaised with the housing team to try and find out why the tenant had not responded.

If the Council had concerns about the performance of the contractor, an 'Early Warning Notice' procedure would be instigated, however members were informed during the meeting that the provision had not been required to date.

Following further discussion, members were pleased to note that carbon monoxide detectors were checked at the same time gas servicing was conducted.

Members also discussed the logging of complaints about gas servicing within the debate about the quarter 3 performance report. Some members expressed concern that complaints would not be captured corporately because they were managed through the external contractor.

9.0 Representatives on outside bodies

During 2014/15, the Committee received reports from representatives on the following bodies:

- Black Sluice Internal Drainage Board
- Upper Witham Internal Drainage Board
- West Lincolnshire Domestic Abuse Service
- Welland and Deeping Internal Drainage Board
- Lincolnshire Health Scrutiny Committee
- Lincolnshire Police and Crime Panel

10.0 Conclusion

Members of the Committee recognise that it is important to constantly improve to help the Council to meet its priorities. Learning lessons where things could have been done better or celebrating success and identifying any strategies that could enhance delivery of other projects and policies.

The Committee was particularly pleased with changes to the way in which performance was reported, addressing comments made in previous years. The new format was considered particularly user-friendly and in a style that facilitated scrutiny by the Committee.

South Kesteven District Council

**Legal and Democratic Services
Council Offices
St. Peter's Hill
Grantham
Lincolnshire
NG31 6PZ**

t: 01476 40 60 80

f: 01476 40 60 00

democracy@southkesteven.gov.uk

www.southkesteven.gov.uk

REPORT TO COUNCIL

REPORT OF: Chief Executive

REPORT NO: LDS196

DATE: 17 November 2016

TITLE:	Membership of the Council's Committees and Policy Development Groups	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	Decision of council	
EXECUTIVE MEMBER: NAME AND DESIGNATION:	Councillor Mrs. Frances Cartwright Executive Member: Governance	
CONTACT OFFICER:	Jo Toomey, Principal Democracy Officer Telephone: 01476 40 60 80 (Ext. 6152) E-mail: j.toomey@southkesteven.gov.uk	
INITIAL IMPACT ANALYSIS:	Carried out and Referred to in paragraph (7) below	Full impact assessment Required:
Equality and Diversity	N/A	
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS		

1. RECOMMENDATIONS

That Council appoints a new Vice-Chairman of the Communities Policy Development Group

2. PURPOSE OF THE REPORT

- 2.1 To fill the vacancy as the Vice-Chairman of the Communities Policy Development Group following the resignation of the previous Vice-Chairman.

3. DETAILS OF REPORT

- 3.1 At its Annual meeting on 21 April 2016, Council appointed members to its committees, policy development groups and appointed their Chairmen and Vice-Chairmen.

3.2 Councillor Hannah Westropp has subsequently resigned as the Vice-Chairman of the Communities Policy Development Group.

3.3 In accordance with article 4 of the Constitution, the full Council is responsible for appointing a Chairman or Vice-Chairman according to their suitability and merit in the opinion of the Leader.

4. OTHER OPTIONS CONSIDERED

4.1 To not appoint a new Communities PDG Vice-Chairman.

5. RESOURCE IMPLICATIONS

5.1 This report has no resource implications. Finance for special responsibility allowances is incorporated within existing budgets.

6. RISK AND MITIGATION

6.1 No significant risks were identified in the preparation of this report.

7. ISSUES ARISING FROM IMPACT ANALYSIS

7.1 An equality analysis is not applicable.

8. CRIME AND DISORDER IMPLICATIONS

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

9. COMMENTS OF FINANCIAL SERVICES

9.1 There are no financial implications arising from this report. Provision for special responsibility allowances is made as part of the overall budgeting arrangements for members' allowances.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

10.1 Comments are incorporated within the report.

11. COMMENTS OF OTHER RELEVANT SERVICES

11.1 Not applicable

12. APPENDICES:

- None

REPORT TO COUNCIL

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

REPORT NO: LDS191

DATE: 17th November 2016

TITLE:	Recommendations from the Constitution Committee - 26th September 2016	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	Council Decision	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Councillor Frances Cartwright – Executive Member, Governance.	
CONTACT OFFICER:	Lucy Youles – Executive Manager, Corporate E-mail: l.youles@southkesteven.gov Telephone: 01476 406105	
INITIAL IMPACT ANALYSIS:	Carried out and background paper – Constitution Committee Agenda – 26.9.16	Full impact assessment Required: n/a
Equality and Diversity		
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	<p>The Council's Constitution http://moderngov.southkesteven.gov.uk/documents/g3428/Public%20reports%20pack%2012th-Sep-2016%20Constitution.pdf?T=10</p> <p>Council – 16th June 2016 http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=261&MId=3316&Ver=4</p> <p>Constitution Committee Agenda – 26.09.16 http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=497&MId=3328&Ver=4</p>	

1. RECOMMENDATIONS

- 1.1 It is recommended that Council approves the recommendation made by the Constitution Committee at its meeting on the 26th September 2016 as follows:

That the Constitution Committee recommends to Council that prayers are held in the Council Chamber at 1:55pm before the start of the Council meeting and that they were not part of the Council meeting agenda. No change to the Constitution is required.

2. PURPOSE OF THE REPORT

- 2.1 The purpose of this report is to set out the recommendation made by the Constitution Committee at its meeting on 26th September 2016. The issue of prayers at Council had been referred back to the Constitution Committee from Council on 16th June 2016. The report made to the Constitution Committee is included as a link to background papers and the minutes of the Constitution Committee meeting of the 26th September 2016 are attached to this report as an Appendix for information.

3. DETAILS OF REPORT

- 3.1 The details of the recommendation and the reasons for the recommendation are given in the minutes of the Constitution Committee meeting attached to this report.

4. OTHER OPTIONS CONSIDERED

- 4.1 No other options are proposed.

5. RESOURCE IMPLICATIONS

- 5.1 There are no resource implications relating to the recommendation.

6. RISK AND MITIGATION

- 6.1 Risk has been considered as part of this report and any specific high risks are included in the table below:

Category Risk	Action / Controls
No high risks were identified as a result of this report	

7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT

- 7.1 The recommendation made by the Constitution Committee is proposed to mitigate the matters referred to in the equality impact analysis.

8. CRIME AND DISORDER IMPLICATIONS

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

9. COMMENTS OF FINANCE SECTION

9.1 There are no financial implications resulting from this report.

10. COMMENTS OF LEGAL AND DEMOCARATIC SERVICES

10.1 The recommendation is made taking into account the comments made at the Council meeting on the 16th June 2016. No amendment to the Constitution is proposed.

11. COMMENTS OF OTHER RELEVANT SERVICE MANAGERS

11.1 None relevant

12. APPENDIX:

12.1 Minutes from the Constitution Committee held on 26th September 2016

MINUTES

CONSTITUTION COMMITTEE
MONDAY, 26 SEPTEMBER 2016



COMMITTEE MEMBERS PRESENT

Councillor George Chivers
Councillor Mrs Rosemary Kaberry-Brown (Vice-Chairman)
Councillor Bob Sampson
Councillor Ray Wootten (Chairman)

OFFICERS

Executive Manager Corporate (Lucy Youles)
Community Engagement and Policy Development Officer (Carol Drury)
Democratic Officer (Lucy Bonshor)

6. APOLOGIES

An apology for absence was received from Councillor Evans.

7. DISCLOSURE OF INTERESTS

None disclosed.

8. MINUTES OF THE MEETING HELD ON 16TH MAY 2016

The minutes of the meeting held on 16th May 2016 were agreed as a correct record of the recommendations made.

9. PRAYERS AT COUNCIL - REFERRED BACK FROM COUNCIL ON 16TH JUNE 2016

Decision:

That the Constitution Committee recommends to Council that prayers were held in the Council Chamber at 1:55pm before the start of the Council meeting and that they were not part of the Council meeting agenda.

The Chairman gave a brief recap of the issue of prayers that had been referred back to the Committee from Council in June 2016. He referred to the Religious

Appendix A

etc. Observance Act 2015 and where it stated that “*a meeting of a local authority in England **may** include time for;- (a) prayers or other religious observances, or.....*” the Chairman stressed the word may, it was not that they must.

The Chairman said that he had received comments from other Members not on the Committee who were against including prayers as part of the main Council meeting and he stated that Lincolnshire County Council held prayers before the meeting and they were not part of the agenda or meeting itself.

A short history of the inclusion of prayers at council meetings was given as detailed in the report LDS183.

Members were advised that the issue related to prayers as an agenda item as part of the meeting. Prior to the motion at full Council to re-introduce prayers during the council meeting in September 2015, prayers had been observed before the start of each meeting. This allowed Members the opportunity to participate or not. Some Members had expressed unease at the inclusion of any observance, whether religious or philosophical, as part of the council meeting. To maintain fairness to all those attending council meetings, the Chairman confirmed that any observance was discretionary. He proposed that it was a recommendation to full Council that any observance in accordance with the Local Government (Religious Observances) Act 2015 should be held before the start of a full Council meeting

The proposal was seconded and Members unanimously agreed to make the recommendation to full Council to keep prayers outside the meeting.

10. CLOSE OF MEETING

Members were reminded that the paper copy of the Constitution which they had been given when they were elected in 2015 was no longer current. The up to date version of the Constitution was available on-line. Members should refer to the Modern.gov app on their iPads. It was agreed that a training session on the use of the Constitution on the Modern. Gov app would be provided.

The meeting closed at 10.46am.