

# AGENDA

---

**Meeting:** Electoral Review Committee  
**Place:** Council Chamber - County Hall, Trowbridge BA14 8JN  
**Date:** Tuesday 12 December 2017  
**Time:** On the rising of Cabinet, not before 12.00 pm

---

Please direct any enquiries on this Agenda to Kieran Elliott, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718504 or email [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

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

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

---

## Membership:

Cllr Ian Blair-Pilling  
Cllr Clare Cape  
Cllr Richard Clewer  
Cllr Gavin Grant  
Cllr Ian McLennan

Cllr Christopher Newbury  
Cllr Ashley O'Neill  
Cllr Jonathon Seed  
Cllr Stuart Wheeler  
Cllr Graham Wright

---

## Substitutes:

Cllr Peter Fuller  
Cllr Ruth Hopkinson  
Cllr Nick Murry

Cllr Jacqui Lay  
Cllr Ricky Rogers  
Cllr Ian Thorn

---

## **Recording and Broadcasting Information**

Wiltshire Council may record this meeting for live and/or subsequent broadcast on the Council's website at <http://www.wiltshire.public-i.tv>. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes.

The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request.

## **Parking**

To find car parks by area follow [this link](#). The three Wiltshire Council Hubs where most meetings will be held are as follows:

**County Hall, Trowbridge**  
**Bourne Hill, Salisbury**  
**Monkton Park, Chippenham**

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended.

## **Public Participation**

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

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

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

# AGENDA

1      **Election of Chairman**

To elect a Chairman for the Committee for the period of the Electoral Review.

2      **Election of Vice-Chairman**

To elect a Vice-Chairman of the Committee for the period of the Electoral Review.

3      **Apologies**

To receive any apologies or substitutions for the meeting.

4      **Declarations of Interest**

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

5      **Chairman's Announcements**

To receive any announcements through the Chair.

6      **Public Participation**

The Council welcomes contributions from members of the public.

Statements

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

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on **Wednesday 6 December 2017** in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm on **Friday 8 December 2017**. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

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

7 **Electoral Review - Council Size Submission** (*Pages 5 - 38*)

A report by the Director Legal and Democratic is attached.

8 **Work Programme**

20 December – Committee Workshop – Consideration of Data

3 January – Committee Meeting – Formulation of Recommendations

25 January – Committee Meeting – Finalise Recommendations

7 February – Committee Meeting – Finalise Submission to Council

20 February (or extraordinary) – Council Meeting – Approve Submission to Commission

The Project Board will be scheduled to meet periodically to ensure the requirements of the Committee are delivered by the project team.

**Wiltshire Council**  
**Electoral Review Committee**  
**12 December 2017**

---

## **Electoral Review Preliminary Stage - Council Size Submission**

1. To consider the data gathering arrangements and a programme of work for the preliminary stage on council size of the electoral review of Wiltshire Council by the Local Government Boundary Commission for England.

### **Background**

2. On 15 September 2017, Wiltshire Council was notified by the Local Government Boundary Commission for England ('the Commission') of its intention to carry out an electoral review of the Council in its 2018/19 work programme. This was because 25 of the 98 electoral divisions in Wiltshire had a variance from the average division greater than 10% and 2 had a variance of more than 30%. The last review of Wiltshire by the Commission was in 2008 in the run-up to the first unitary elections.
3. On 17 October 2017, Full Council established the Electoral Review Committee ('the Committee') to progress the review on behalf of the Council, and to formulate recommendations on any submissions to be made to the Commission during the review process. A link to the report can be found ([here](#)) and the Committee's terms of reference are attached at [Appendix A](#).
4. In response to the Council decision, the review has been identified as a major corporate project involving a project board at corporate director level supported by a project team of officers. This will co-ordinate the work directed by the Committee.
5. On 22 November, all councillors received a [briefing note 337](#) circulating the Commission's guide for councillors in taking part in the electoral review of Wiltshire Council. It outlined the process and timeframe for the review and gave links to the Commission's website including comprehensive technical guidance and council size guide.
6. On 28 November, the Lead Commissioner and review officers came to County Hall to deliver a briefing to all councillors and responded to questions. The presentation is attached at [Appendix B](#). The Commission's officers stayed on to informally meet with the appointed Committee members.
7. It is important for the Committee to recognize that there are two distinct

parts to the electoral review - council size (preliminary stage) running until March 2018 and consideration of division boundaries from May 2018 to March 2019.

8. This report therefore focuses on the work the Committee will need to do on council size under the preliminary stage.

### **Main Considerations**

9. When making its judgement on council size the Commission consider three broad areas:
  - ***governance arrangements of the council and how it takes decisions across the broad range of its responsibilities.***
  - ***the council's scrutiny functions relating to its own decision making and the council's responsibilities to outside bodies.***
  - ***representational role of councillors in the local community and how they engage with people, conduct casework and represent the council on local partner organisations.***
10. The Council's submission on council size will need to set out the current arrangements and any plans for the future in respect of these areas. The Commission's technical guidance includes a guide on council size and within it sets out a number of questions and prompts for the Committee to consider. To make this easier, the project team have pulled the questions together in a table and this is attached at [Appendix C](#). Officers have started to populate it as a working document for discussion at the Committee's workshop on 20 December with factual information from the Constitution, new Business Plan and recent Independent Remuneration Panel. The Council's current governance arrangements are accessible on the website and best summarized at this point in the attached diagram at [Appendix D](#). The Business Plan 2017-27 summary table is attached at [Appendix E](#) to help identify future plans for change (with the full Plan on the website).
11. The Commission is seeking a submission ideally of around 10-12 pages and have provided a template of headings which is attached at [Appendix F](#). Examples of other council submissions are available on the Commission's website. Again, the workshop on 20 December would be a good opportunity to start to take a closer look at a few of the best examples.
12. The Commission has produced a generic table of information requirements for the start of the review set out at [Appendix G](#) which the project team is compiling with the support of officers from elections, spatial planning, corporate services, community governance and democratic services. In particular, the Committee will be interested in the electorate forecast based on population growth from housing development (covering 6 years from the start of the review). Information will be made available to the Committee as soon as possible and will be particularly helpful in calculating future electoral ratio and equality. The current electorate by division was included in the councilor briefing note referred to in

paragraph 5 above.

13. As noted in the Council report, this is a significant project requiring support from across the organisation that will place additional demands on the teams mentioned. Some direct project costs are available from the Council's enabling fund. The officers from the Commission very much favour a collaborative approach and are keen for us to share information as the project progresses. This will enable them to provide ongoing advice as we move through the process of developing our submission.
14. The Committee will initially need to determine a pattern of activity (formal meetings and workshops) for itself in order to achieve the deadline of making the Council's final submission by 15 March 2018. The following has therefore been provisionally identified and booked:
- 20 December – Committee workshop – Consideration of Data
  - 3 January – Committee meeting – Formulation of recommendations
  - 25 January – Committee meeting – Finalise recommendations
  - 7 February – Committee meeting – Finalise submission to Council
  - 20 February (or additional extraordinary) – Council meeting – Approve submission to Commission
15. There are prescribed phases of public consultation run by the Commission particularly under the electoral division boundaries stage. The Commission are also open to receiving submissions other than from the Council in respect of council size. They are keen to reach out and encompass all parts of the community. As a committee of the Council, the formal meetings of the Committee will be held in public to aid transparency and openness. Representatives of town and parish councils have been informed of the commencement of the review. The Committee may also wish to take a view on further publicity and communication.

### **Proposal**

16. The Committee is asked to:
- note the actions taken to date (paras 3-6);
  - note the two distinct parts to the electoral review - council size (preliminary stage) running until March 2017 and consideration of division boundaries from May 2018 to March 2019 (para 7);

- consider the approach described above to developing the Council's submission on council size including the collection and presentation of data, working with the Commission's representatives and publicity (paras 9-13 and 15), and;
- determine the timetable of activity for the Committee to direct the project (para 14)

**Ian Gibbons, Director of Legal and Democratic (and Monitoring Officer)**

---

Report Author: Paul Kelly, 01225 713049, [paul.kelly@witshire.gov.uk](mailto:paul.kelly@witshire.gov.uk)

### **Appendices**

Appendix A – Committee's terms of reference

Appendix B – Commission's presentation to councillors

Appendix C – Commission's questions and prompts on council size

Appendix D – Council's current committee diagram

Appendix E – Council's Business Plan summary table

Appendix F – Commission's council size summary submission template

Appendix G – Commission's table of information requirements

### **Background Papers**

Technical Guidance - <https://www.lgbce.org.uk/policy-and-publications/guidance>



# Appendix A

## **Electoral Review Committee Terms of Reference**

- 1) Composition
  - a) The Committee shall consist of 10 members appointed in accordance with the rules on political proportionality.
  - b) The Committee shall appoint a chairman and vice chairman from among its membership.
- 2) Responsibilities
  - a) To oversee the provision of information required by the Local Government Boundary Commission for England in carrying out its Electoral Review of Wiltshire, including any consultation arrangements with electors or other stakeholders;
  - b) To update full Council on the progress of the Electoral Review;
  - c) To make recommendations to full Council on proposed submissions to the LGBCE relating to:
    - i) The total number of councillors on Wiltshire Council;
    - ii) The number and boundaries of electoral divisions within Wiltshire Council;
    - iii) The number of councillors to be returned by any electoral division;
    - iv) The name of any electoral division.
  - d) To determine on a case by case basis whether any requests for community governance reviews should be progressed during the Electoral Review and if so:
    - i) to make recommendations to Council accordingly;
    - ii) to oversee any community governance reviews that are to proceed and to make recommendations to Council on the outcomes of such reviews.
  - e) To provide such further advice and support as may be requested by the Council related to or impacted upon by the Electoral Review.

This page is intentionally left blank

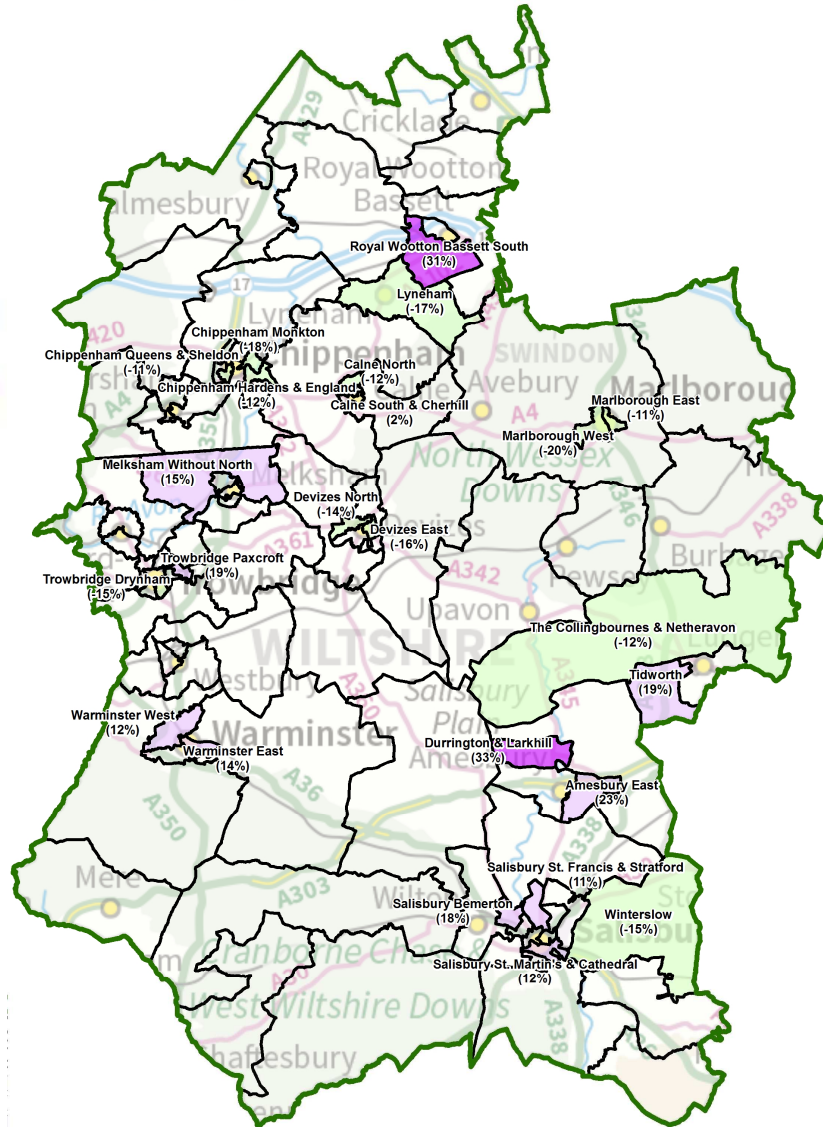
# Wiltshire Council Electoral Review Full Council Briefing

Page 11



## Why Wiltshire?

- This review will address poor levels of electoral equality in Wiltshire.



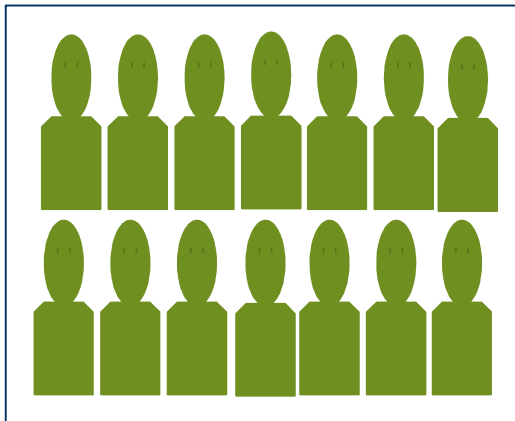
## What does an Electoral Review Determine?

1. The total no. councillors.
2. The total no. wards.
3. The ward boundaries.
4. The no. councillors elected to each ward
5. The names of each ward

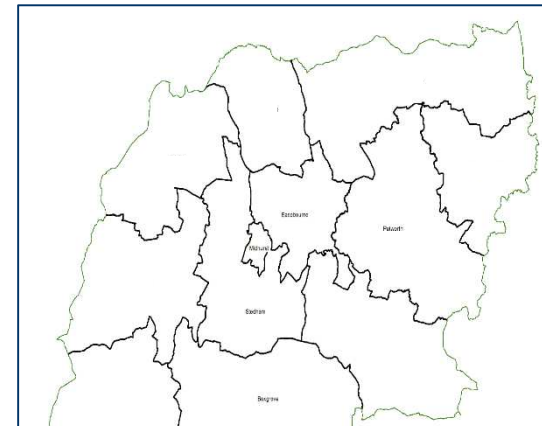
# How does the Review Process Work?

Page 14

## **PART 1: Council Size** *No. Councillors*



## **PART 2: Warding Arrangements** *Allocation of Councillors*



## Part 1: No. Councillors

Effective representations will address:

Decision Making

Scrutiny &  
Partnerships

Representational  
Requirements

When?

- Draft Submission by: 1 March 2018
- Final Submission by: 15 March 2018

## Part 2: Warding Patterns

Effective representations will address:

Electoral  
equality for  
voters

Community  
identities and  
interests

Effective and  
convenient local  
government

When?

- Consultation on warding patterns: *1 May 2018 – 9 July 2018*
- Consultation on draft recommendations: *4 September 2018 – 12 November 2018*



# Your Review Timeline

Preliminary period/Number of councillors  
**November 2017– April 2018**



Consultation on division patterns  
**1 May 2018 – 9 July 2018**



Consultation on draft recommendations  
**4 September 2018 – 12 November 2018**



Publish final recommendations  
**January 2019**  
**Order – coming into force at elections in 2021**



**Website:** [www.lgbce.org.uk](http://www.lgbce.org.uk)  
**Have your say:** [consultation.lgbce.org.uk](http://consultation.lgbce.org.uk)  
**Follow us:** @lgbce  
**Contact us:** [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk)

## How Can I Make a Difference?

- Get Involved.
- Help shape your council for the long term.
- These will be the wards that you represent.
- Help us make it a transparent & consultative process.
- Help influence & encourage.



***Local knowledge is invaluable to this process.***

## What is Effective Representation?

Page 19

### What we want:

- Rationale not assertion.
- What you DO & don't like.
- Alternatives.
- Practical community examples.
- Consideration of all 3 statutory criteria.

### We cannot consider:

- Political consequences.
- “It ain't broke don't fix it” arguments.
- Parliamentary boundaries.
- Postcodes or addresses.
- House prices & council tax.

**Website:** [www.lgbce.org.uk](http://www.lgbce.org.uk)

**Have your say:** [consultation.lgbce.org.uk](http://consultation.lgbce.org.uk)

**Follow us:** @lgbce

**Contact us:** [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk)

## Summary

- This is an intervention review.
- The electoral review will determine 5 things:
  1. The total no. councillors.
  2. The total no. wards.
  3. The ward boundaries.
  4. The no. councillors elected to each ward.
  5. The names of each ward.
- Local views will help to shape the outcome.

**GOVERNANCE ARRANGEMENTS**

|   |  |
|---|--|
| <b>Governance and Decision Making – How does the Council manage its business and take decisions across its full range of responsibilities?</b>  |  |
| <b>Leadership</b>   |  |
| What kind of Governance arrangements are in place for the Authority?  |  |
| How many portfolios are there?  |  |
| Describe how a portfolio holder carries out his/her work on a day to day basis  |  |
| To what extent are decisions delegated to portfolio holders or are most decisions taken by the full Executive? What is the volume of decisions taken? How many decisions are taken by officers? |  |
| Do Executive (or other) members serve on other decision making partnerships, sub-regional or national bodies?   |  |
| Is the role of the Executive Member considered to be full time?   |  |

| <b>Regulatory</b>   |  |
|---|--|
| How does the Council discharge its regulatory functions? How many members are involved in committees?   |  |
| Describe the arrangements for the delegation of decisions in respect of regulatory functions? To what extent are decisions delegated to officers?   |  |
| Is committee membership standing or rotating?   |  |
| Are meetings ad hoc, frequent and/or area based? How are the Chairs allocated?  |  |
| <b>Other Committees</b>   |  |
| Are meetings ad hoc, frequent and/or area based? How are the Chairs allocated?  |  |
| What level of attendance is achieved? Are meetings always quorate?  |  |
| Does the council believe that changes to legislation, national or local policy will have influence the workload of committees and their members which would have an impact on council size? |  |

| <b>Demands on Time</b>  |  |
|---|--|
| Has the Council defined the role of councillors? Has the Council adopted arrangements for training and developing Councillors and supporting them in their role?          |  |
| Has the Council assessed how much time members spend on Council business?   |  |
| Do Councillors generally find that the time they spend on council business is what they expected?   |  |
| What is the extent of Councillors representational role on and appointment to outside bodies? How many are involved in this activity and what is their expected workload? |  |
| Does the Council have difficulty in retaining councillors or attracting new candidates?   |  |
| Have there been any instances where the Council has been unable to discharge its duties due to a lack of Councillors?   |  |
| Do Councillors have an individual or ward budget for allocation in their area? If so, how is the system administered?   |  |

|   |  |
|---|--|
| <p><b>2. Scrutiny of the Council, outside bodies and Others</b></p> <p>2.1 What's the structure? How does it Operate?</p>   |  |
| <p>2.2 What is the general workload of scrutiny committees? Has the Council ever found that it has had too many active projects for the scrutiny process to function effectively?</p> |  |
| <p>2.3 How is its work programme developed and implemented? How many subjects are there at any one time? What's the time-span for a particular study?</p>                             |  |
| <p>2.4 Are Councillors involved in scrutinising external issues?</p>  |  |
| <p>2.5 When not in scrutiny meetings what activities are councillors expected to undertake?</p>   |  |
| <p>2.6 How will the role of the scrutiny member change? What are the emerging issues and trends?</p>  |  |
| <p>2.7 What kind of support do scrutiny members receive?</p>  |  |



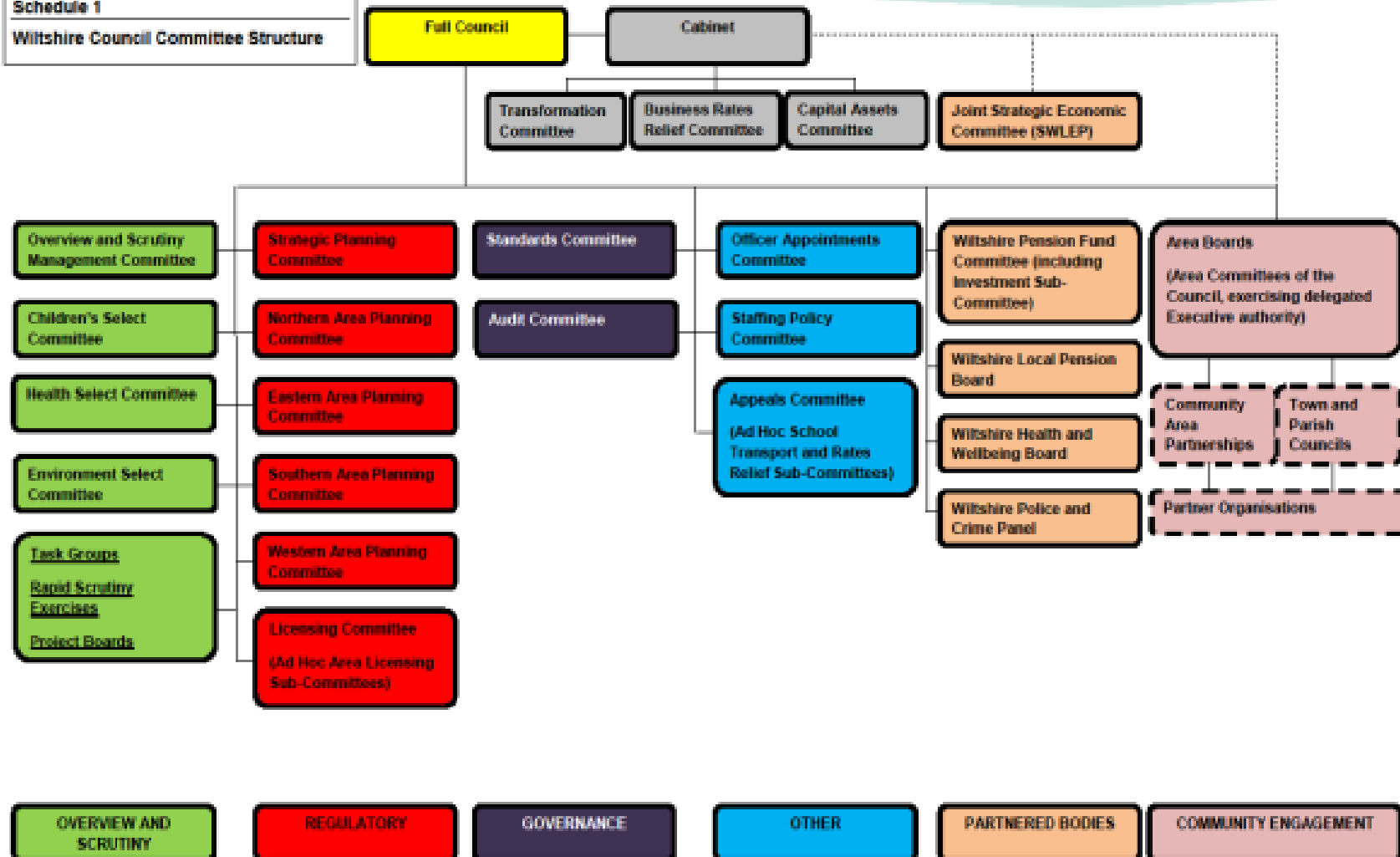
|   |  |
|---|--|
| <p><b>3. Representational Role: Representing Electors to the Council</b></p> <p>3.1 Has the representational role of Councillors changed since the council last considered how many elected members it should have?</p> |  |
| <p>3.2 In general terms, how do Councillors carry out their representational role with electors? Do members mainly respond to casework from constituents or do they have a more active role in the community?</p>       |  |
| <p>3.3 How Councillors engage with constituents? Do they hold surgeries, public meetings, use IT etc?</p>   |  |
| <p>3.4 How do councillors generally deal with casework? Do they pass on issues directly to staff or do they take a more in depth approach to resolving issues?</p>  |  |
| <p>3.5 What support do Councillors receive in discharging their duties in relation to casework and representational role in their ward?</p>   |  |
| <p>3.6 Has the Council put in place any mechanisms for councillors to interact with young people, those not on the electoral register or minority groups or their representative bodies?</p>                            |  |

|  |  |
|--|--|
| <p>3.7 Are Councillors expected to attend meetings of community bodies such as parish councils or resident associations? What is the level of their involvement and what role do they play?</p>                            |  |
| <p><b>4. The Future</b></p> <p>4.1 What impact do you think the localism agenda might have on the scope and conduct of council business and how do you think this might affect the role of councillors?</p>                |  |
| <p>4.2 Does the council have any plans to devolve responsibilities and/or assets to community organisations? Or does the council expect to take on more responsibilities in the medium to long term?</p>                   |  |
| <p>4.3 Have changes to the arrangements for local delivery of services led to significant changes to councillors' workloads? (For example, control of housing stock or sharing services with neighbouring authorities)</p> |  |
| <p>4.4 Are there any developments in policy ongoing that might significantly affect the role of elected members in the future?</p>   |  |

|   |  |
|---|--|
| 4.5 What has been the impact of recent financial constraints on the council's activities? |  |
|---|--|

This page is intentionally left blank

Part 2 of the Constitution  
Schedule 1  
Wiltshire Council Committee Structure



This page is intentionally left blank

*Our vision is to create strong communities*

**Our priorities are:**

|                            |                           |                                  |
|----------------------------|---------------------------|----------------------------------|
| <b>Growing the Economy</b> | <b>Strong Communities</b> | <b>Protecting the Vulnerable</b> |
|----------------------------|---------------------------|----------------------------------|

**Our goals are:**

|  |   |   |
|--|---|---|
| <p><b>Highly Skilled Jobs (Employment)</b><br/>I can develop my skills &amp; get a good job</p> <ul style="list-style-type: none"> <li>- Good schools results</li> <li>- More apprenticeships and improved access to Further and Higher Education</li> <li>- More businesses start-up, grow &amp; invest in Wiltshire</li> <li>- More sustainable tourism and rural jobs</li> </ul>  | <p><b>Community wellbeing (Localisation)</b><br/>I can get involved and influence locally</p> <ul style="list-style-type: none"> <li>- Strong community leadership</li> <li>- More services &amp; assets devolved to parish councils &amp; community groups</li> <li>- More Neighbourhood Plans</li> <li>- More volunteers and work with VCS</li> <li>- High recycling rates &amp; reduced litter</li> <li>- Military &amp; Civilian communities are well integrated</li> </ul> | <p><b>Early Intervention (Prevention)</b><br/>I get the help I need as early as possible</p> <ul style="list-style-type: none"> <li>- Proactive Early Help &amp; Children's Centres' services.</li> <li>- Schools that help all pupils achieve</li> <li>- Reduced social isolation &amp; loneliness</li> <li>- Improved mental health</li> <li>- Increased support for carers</li> </ul>  |
| <p><b>Housing &amp; Environment (Sustainable Development)</b><br/>I live in a good home I can afford</p> <ul style="list-style-type: none"> <li>- More affordable homes to rent &amp; buy</li> <li>- Development where it is needed (implement and review core strategy to protect and enhance environment)</li> <li>- Successful return of the British Army from Germany to Wiltshire</li> <li>- Public land released for homes &amp; jobs</li> </ul> | <p><b>Safe Communities (Protection)</b><br/>I feel safe</p> <ul style="list-style-type: none"> <li>- Good regulation and consumer protection</li> <li>- Reduction in Anti Social Behaviour</li> <li>- Reduction in substance misuse</li> <li>- Reduced road casualties</li> <li>- Reduced risk of floods and other threats</li> </ul>   | <p><b>Joined up Health &amp; Care (Integration)</b><br/>I receive seamless care</p> <ul style="list-style-type: none"> <li>- One service for health and social care</li> <li>- Improved outcomes for children with a disability and care leavers</li> <li>- Improved support for those with Mental Health or Learning Disabilities</li> <li>- More social workers embedded with NHS teams</li> <li>- Targeted support for complex cases</li> </ul>                    |
| <p><b>Transport and Infrastructure (Access)</b><br/>I can get around and access good services</p> <ul style="list-style-type: none"> <li>- Road infrastructure is improved</li> <li>- New infrastructure to support housing &amp; employment growth</li> <li>- Improved strategic roads &amp; rail</li> <li>- Accessible public transport services</li> <li>- Regeneration of town centres</li> <li>- More areas with fast broadband</li> </ul>        | <p><b>Personal wellbeing (Prevention)</b><br/>I can take responsibility for my wellbeing</p> <ul style="list-style-type: none"> <li>- Healthier population</li> <li>- Good countryside access and cycling and walking opportunities</li> <li>- Improved leisure provision through new campuses &amp; community hubs (including libraries and community engagement)</li> </ul>   | <p><b>Empowering &amp; Safeguarding Families and Individuals (Personalisation)</b><br/>I get the right care, right place, right time</p> <ul style="list-style-type: none"> <li>- Services put you in control</li> <li>- Agencies work together to safeguard</li> <li>- Looked after children are safe &amp; well</li> <li>- Suitable accommodation in place for vulnerable younger and older people</li> <li>- Care is at or as close to home as possible</li> </ul> |

**Working with partners as an innovative and effective council**

|  |   |   |  |
|--|---|---|--|
| <p><b>Community Involvement</b><br/>Robust decision making which is open, inclusive, flexible and responsive</p> | <p><b>Commercialism</b><br/>An efficient, commercial and long term approach with an increase in trading of our services and £45m savings by 2021.</p> | <p><b>People</b><br/>An outstanding workforce with a can-do attitude - supported through clear career paths, talent management and learning and development</p> | <p><b>Change</b><br/>Transforming services through systems thinking, underpinned with a rigorous programme approach.</p>                         |
| <p><b>One Wiltshire Estate</b><br/>Shared estate with public partners and a strategic, commercial approach.</p>  | <p><b>Digital</b><br/>Use of dynamic, digital technology and shared records with partners.</p>  | <p><b>Performance</b><br/>A focus on customers and delivering good outcomes</p>   | <p><b>Delivering together</b><br/>Designing services with communities; considering new delivery models and joint commissioning with partners</p> |

This page is intentionally left blank



## Council Size Submission Guidance

The LGBCE has compiled the following list of headings and points for consideration that might be expanded upon during the completion of a council size submission. The list is by no means exhaustive, and particularly in the case of councils looking for a substantial alteration in numbers may need to be expanded on. We do not expect council size submissions to be exceptionally lengthy documents and have found that, as a rough guide, up to ten pages is sufficient – however each council is different.

### 1. INTRODUCTION

Reason for review

- Intervention – with a background on how the situation arose
- Request – with detailed reason

Aims & Objectives

Exclusions

- Unitary status issues
- Community governance reviews, any completed recently, or ongoing?

### 2. BACKGROUND

Local Authority Profile

- Brief outline of area/any notable geographic issues that may affect the review
- Particularly rural or urban? What are the impacts/consequences?
- Demographic makeup? Aged, young, migrant, transitional, large growth anticipated – what are the impacts/consequences?
- Model of Governance & political management arrangements. Is there an elected Mayor?
- Any other constraints/challenges/issues/ changes ahead

Previous reviews

- When was it?
- What was the outcome – any particular arising issues?
- Positive or negative changes

Who developed the proposal?

- Cross party working group/Officers/ Political Management Member Panel
- Internal review process
- If by/on behalf of Full Council, was it voted unanimously? How much opposition?

### 3. PROPOSAL

Outline considerations that may be made in developing a proposal

- How the council functions now
- How it plans to function five years from now; key focuses or issues for the council
- The council's position relative to its Cipfa defined Nearest Neighbours, what this means for them, and their justification for changing or maintaining this position.
- The governance arrangements for the council, now and in the future
- The council's overview and scrutiny functions, details of any other committees or boards
- The representational role of councillors within the local community and how this has changed
- How the council delivers its services

- Impact of outside bodies on the council
- Councillor Profiles; any portfolios, and the number of positions on committees and outside bodies – how many on average per councillor? What are the demands on councillors' time? How many hours per week/month/year so councillors spend on council business? How easy is it to recruit new councillors?
- Influence of technology and social media? What support are councillors given in adopting new technology and other training?
- Forecast electoral growth.
- Details of other council sizes considered and reasons for not choosing these numbers

We encourage Councils to start from a council size of zero and then look at how they operate, taking into account some of the considerations above. From this point start to build up to the size that they feel would allow them to function most effectively. If a council has pre-determined their council size by some other means or feels that their current size is appropriate then we would encourage them to demonstrate why this is so, and why a different number, either higher or lower, would be inappropriate.

It can be useful to survey members to get a better understanding as to how much time they spend on council work, meetings, committees, face to face surgeries, correspondence, social media and the like. The results help provide real justification for a proposal.

#### **4. CONCLUSION & RECOMMENDATIONS**

#### **5. SUPPORTING DOCUMENTATION**

This might include any specific resolutions passed or links to council meeting minutes where papers have been agreed.

**Figure 2: Information required from the local authority under review prior to the start of the review**

| Information required   | Format  | Reason   |
|--|---|--|
| <p>In the case of any review requested by a local authority, a copy of any Council report and the minutes of meetings relating to that request.</p>  | <p>Electronic file</p>                                  | <p>In order that we – and anyone else wishing to contribute to the review<br/>– can see the reasoning by which the council has formulated its request.</p> |
| <p>Current electorate for the start of the review. This should be listed by division, ward, parish, parish ward and polling district, where appropriate.<br/>NOTE: This data should give the number of electors entitled to vote at local government elections. The number of people entitled to vote at UK or European parliamentary elections may be different.</p>  | <p>Excel spreadsheets available from the Commission</p> | <p>In order that we – and anyone else wishing to contribute to the review<br/>– are working to the same set of electoral data</p>                          |
| <p>A forecast of the local government electorate in six years' time. This should be listed by division, ward, parish, parish ward and polling district, where appropriate.<br/>NOTE: Forecasts should be accompanied by a description of the forecasting method used, any assumptions made. Where future housing development is expected to have an impact on the size of the electorate, we should have a list of the sites of that development and each site's capacity.</p> | <p>Excel spreadsheets available from the Commission</p> | <p>In order that we – and anyone else wishing to contribute to the review<br/>– are working to the same set of electoral data</p>                          |

| <b>Information required</b>  | <b>Format</b>  | <b>Reason</b>   |
|--|--|---|
| Electoral register   | The local authority's chosen secured electronic format | In order that we can verify electoral figures and consider the impact of warding proposals which cross polling district boundaries.<br>NOTE: we will not make the electoral register publicly available |
| A complete list of all parishes in the district/county, indicating the electoral year(s) of each parish or town council, which parishes do not have a council and those parishes that are grouped under a common parish council                              | Electronic file  | For the order-making process  |
| Maps of the local authority, including maps of each division, ward, parish, parish ward, polling district, topographical maps, and any other mapping the local authority considers relevant (such as community maps, catchments, or travel-to-work patterns) | In GIS format, if available                            | As a resource for us and local people to use  |
| Comprehensive mailing list of community groups, partners and usual stakeholders  | Electronic mergable list                               | In order that we can inform all relevant bodies about the review, and encourage them to participate or publicise further  |
| Neighbourhood/community governance arrangements  | Electronic file  | For us to confirm or otherwise any evidence put to us on the basis of community identity  |
| Political management arrangements of the council (or proposed arrangements for any new local authority)  | Electronic file  | As a resource for us when considering arguments regarding council size  |
| Latest Annual Management Letter produced by the council's external auditor   | Electronic file  | As a resource for us when considering arguments regarding council size  |
| Copy of any peer review report produced in the last three years  | Electronic file  | As a resource for us when considering arguments regarding council size  |
| Copy of any corporate governance review produced in the last three years   | Electronic file  | As a resource for us when considering arguments regarding council size  |

| <b>Information required</b>   | <b>Format</b>   | <b>Reason</b>  |
|---|-----------------|--|
| Performance statistics relating to planning and licensing functions   | Electronic file | As a resource for us when considering arguments regarding council size |
| One copy of every local order made under the Local Government and Public Involvement in Health Act 2007 concerning changes to ward or division names  | Electronic file | As a resource for us to refer to                                       |
| One copy of every local order made by the council under the Local Government Act 1972, the Local Government and Rating Act 1997 or the 2007 Act concerning parishes, parish names, parish wards, parish councillors, parish councils, and parish elections and every resolution passed by the council under section 75 of the 1972 Act and section 32 of the 2007 Act | Electronic file | As a resource for us to refer to and for the order-making process      |
| Evidence to support the name of the authority if it does not follow the formula specified in section 2(3) of the 1972 Act   | Electronic file | For the order-making process   |

This page is intentionally left blank