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Telford & Wrekin
Co-operative Council

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Borough of Telford and Wrekin

Boundary Review Committee

Thursday 27 October 2022

6.00 pm

The Telford Room, Addenbrooke House, Ironmasters Way, Telford,
TF3 4NT

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Committee Members: Councillors D Wright (Chair), R A Overton (Vice-Chair),
K T Blundell, N A Dugmore, E J Greenaway, A D McClements
and G C W Reynolds

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	To confirm the minutes of the previous meeting.	
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	To approve the Committee's Terms of Reference for the municipal year 2022 to 2023.	
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	To receive the Interim Review of Polling Places, Polling Districts and Polling Stations.	

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BOUNDARY REVIEW COMMITTEE

Minutes of a meeting of the Boundary Review Committee held on Monday, 25 April 2022 at 6.00 pm in Telford Room, Addenbrooke House, Ironmasters Way, Telford, TF3 4NT

Present: Councillors K T Blundell, N A Dugmore, E J Greenaway, A D McClements (Vice-Chair), R A Overton, G C W Reynolds and D Wright (Chair)

In Attendance: P Griffiths (Team Leader: Elections), R Phillips (Service Delivery Manager: Legal & Democracy), and S Yarnall (Democracy Officer (Scrutiny))

Apologies: None.

BRC52 Declarations of Interest

None.

BRC53 Minutes of the Previous Meeting

RESOLVED – that the minutes of the meeting held on 24 March 2022 be confirmed and signed by the Chair.

BRC54 Update on the Borough Boundary Review

The Elections Team Leader summarised the report of the Associate Director: Policy & Governance.

Following the previous meetings, amendments had been made to the draft submission and the recommendations presented within the report. This was in line with the Committee's comments and detailed proposals for Madeley and Sutton Hill, Lawley and Oakengates.

A discussion followed with Members making a number of comments on the updated draft proposals.

The Committee noted the importance of wards reflecting local identities; an example given was that of Lawley. This ward was discussed as being a difficult one to produce alternative proposals to that of the LGBCE's because of the numbers of electors. However, Members stated that having parts of Horsehay in Dawley and Aqueduct ward did not match community identities.

Members discussed and said that the final submission should recognise the difficulty for an alternative proposal for this ward and that if changes should occur to Lawley then the LGBCE should look at other neighbouring wards instead of Dawley.

Following this, Members heard from the Service Delivery Manager: Legal & Democracy and Team Leader: Elections that this was reflected in the report and that if the Committee noted the recommendations contained within, the final submission would be reflect this.

Members were pleased to see proposals for wards like Apley Castle and Oakengates recognise community identity and that this was supported by community consultation and residents feedback.

Members asked about the consultation data and commented on the sample size being smaller than expected. The Team Leader: Elections explained that despite a low response rate the data was useful for the draft proposals and the data they provided was of high quality, gathering responses from across the Borough. During the consultation, maps and proposals for all wards were available for residents to discuss. The data from the consultations were used for the report presented as well as the final submission.

It was noted that Members of the public and of the Committee could put in their own submission to the LGBCE.

After this members voted on the recommendations of the report:
5 voted for and 2 voted against the report recommendations.

The majority of the committee voted that:

RESOLVED - that the Boundary Review Committee:-

- **Delegates authority to the Director: Policy & Governance, in consultation with the Chair of the Boundary Review Committee, to finalise the contents of the Council's response to the LGBCE's draft warding arrangements on the basis of this report and the maps circulated at the meeting.**

The meeting ended at 6.30 pm

Chairman:

Date: Date Not Specified



Borough of Telford and Wrekin

Boundary Review Committee

27 October 2022

Terms of Reference 2022/23

Cabinet Member:	Cllr Rae Evans Cabinet Member: Finance, Governance and Customer Services
Lead Director:	Anthea Lowe – Director: Policy & Governance
Service Area:	Democracy
Report Author:	Sam Yarnall - Democracy Officer (Scrutiny)
Officer Contact Details:	Tel: 01952 382193 Email: sam.yarnall@telford.gov.uk
Wards Affected:	None
Key Decision:	Not Key Decision
Forward Plan:	Not Applicable
Report considered by:	Not Applicable

1.0 Recommendations for decision/noting:

It is recommended that the Boundary Review Committee:-

- 1.1 Review and agree the amended Terms of Reference set out at Appendix 1.

2.0 Purpose of Report

- 2.1 To set out the Terms of References for the Boundary Review Committee as outlined in Appendix 1.

3.0 Background

- 3.1 The Constitution requires that Full Council should agree at its Annual Meeting the Terms of Reference for each of its Committees to enable the Council to efficiently conduct its business.

- 3.2 At the Annual Meeting of the Council on 19 May 2022, Full Council delegated authority to each Committee to review its own Terms of Reference.
- 3.3 The Terms of Reference forms part of the Constitution and was approved by Full Council in that context on 3 March 2022.
- 3.4 There is one minor change suggested to the Terms of Reference (shown in red on Appendix 1) to provide clarity around the process for appointment of a Chair for the Committee. It notes that the Chair is appointed by Full Council (in line with the Constitution) but sets out that a Vice-Chair may be appointed by a majority decision of the Committee.

4.0 Summary of main proposals

- 4.1 For the Boundary Review Committee to review its Terms of Reference attached at Appendix A to clarify the procedure for election of a Chair and Vice-Chair of the Committee.

5.0 Alternative Options

- 5.1 Committee could decide not to approve revised Terms of Reference, however it is considered best practice for good governance to do so.

6.0 Key Risks

- 6.1 There are no key risks arising from this report.

7.0 Council Priorities

- 7.1 A community-focussed, innovative council providing efficient, effective and quality services.

8.0 Financial Implications

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

9.0 Legal and HR Implications

- 9.1 The Council's Constitution sets out that the Chair of Committees shall be decided at the Annual meeting of Full Council. Accordingly, the terms of reference for the Committee should mirror these provisions. It is also prescient for the terms of reference to provide clarity on the election of a Vice-Chair for the Committee. Once the Committee has confirmed its terms of reference, the Monitoring Officer will update the Constitution to ensure consistency of the terms of reference of the Committee.

10.0 Ward Implications

- 10.1 There are no ward implications arising from this report.

11.0 Health, Social and Economic Implications

11.1 There are no health, social and economic implications arising from this report.

12.0 Equality and Diversity Implications

12.1 There are no equality and diversity implications arising from this report.

13.0 Climate Change and Environmental Implications

13.1 There are no climate change and environmental implications arising from this report.

14.0 Background Papers

14.1 Council Constitution.

15.0 Appendices

1 Terms of Reference. Boundary Review Committee

16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Legal	17/10/2022	18/10/2022	RP

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BOUNDARY REVIEW COMMITTEE TERMS OF REFERENCE.

The Committee has the responsibility and delegated powers to act on behalf of the Council in respect of the following electoral arrangements for the Borough.

Membership

1. The Committee will be made up of elected members appointed at Annual Council in line with the political balance of the Council.
2. The Chair is appointed at the Annual General Meeting of full Council. A Vice-Chair may be appointed by majority decision of the Committee.
3. The quorum for a meeting is three elected members.

Boundary Reviews

4. Duty to prepare information on and to recommend consultation responses to Council on Parliamentary Boundary Reviews.
5. Duty to prepare information on and to recommend consultation responses to Council on Periodic and further Electoral Reviews.
6. Duty to prepare information on and to recommend consultation responses to Council on Reviews of European Parliamentary electoral regions.
7. Duty to prepare information on and recommend consultation responses to Council on all other electoral arrangement reviews.

Community Governance Reviews

8. Dealing with all matters relating to Community Governance Reviews.

Parishes

9. Grouping parishes, dissolving groups and separating parishes from groups.

Polling Districts

10. Duty to divide the constituency in to polling districts.
11. The power to divide electoral divisions into polling districts at local government elections.

Elections

12. As set out in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000/2853 (as amended).

Meeting Administration and Proceedings

Appendix 1

13. The Committee procedure rules as set out in the Council's Constitution apply to this Committee.
14. The meetings will follow the principles of scrutiny ie no party whip will be applied and a constructive, evidence based approach will be used.
15. If the Chair or Vice-Chair (if appointed) are unable to attend a meeting the Members present will elect a Chair for the meeting.
16. All Committee meetings will be held in public, unless exempt information is being considered or discussed.
17. The meetings will be administered by Democratic Services. Frequency of meetings will be agreed by the Committee as necessary.
18. Relevant Cabinet Members, Executive Directors, Directors and Service Delivery Managers will attend the Committee at the request of the Chair. Representatives from other organisations may be invited to attend.

Sensitive and Confidential Information

19. From time to time members may become privy to information of a confidential nature. If this happens, members must maintain this confidence. Members are unable to request personal/confidential information from Officers about an individual or family.

Reporting Arrangements

20. The Chair will provide regular updates to meetings of the Scrutiny Management Board to inform the other Scrutiny Chairs of performance and budget issues relating to the remit of their Committees.
21. The Chair of the Committee, or his/her representative, will provide and present reports and recommendations of the Committee to the Council's Cabinet, Full Council or other relevant organisations when necessary.

General

22. Annually at the first meeting after the Annual Council Meeting consider its terms of reference.

PROCEDURE

As a general rule the [Council Procedure Rules](#) govern the way that committees operate but these, with the exception of paragraph 14 of the Council Procedure Rules, may be varied or suspended at the discretion of the Chairman of the Committee in the interests of efficient and effective management of the committee.