



Borough of Telford and Wrekin

Boundary Review Committee

Thursday 20 July 2023

6.00 pm

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

Democratic Services: Sam Yarnall 01952 382193

Media Enquiries: Corporate Communications 01952 382406

Committee Members: Councillors H Morgan (Chair), G C W Latham-Reynolds (Vice-Chair), K T Blundell, E M Callear, L D Carter, R A Overton and G Thomas

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3.0	Minutes of the Previous Meeting	3 - 4
	To confirm the minutes of the previous meeting.	
4.0	Terms of Reference 2023/2024	5 - 10
	To approve the Committee's Terms of Reference for the municipal year 2023-24.	

5.0 Community Governance Review for the Borough of Telford & Wrekin To Follow

To receive the report on the Community Governance Review for the Borough of Telford & Wrekin.

6.0 Update on Parliamentary Boundary Review Verbal Report

To receive a verbal update on the Parliamentary Boundary Review.

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BOUNDARY REVIEW COMMITTEE

Minutes of a meeting of the Boundary Review Committee held on Wednesday 25 January 2023 at 6.00 pm in The Telford Room, Addenbrooke House, Ironmasters Way, Telford, TF3 4NT

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

In Attendance: P Griffiths (Elections Team Leader), A Lowe (Director: Policy & Governance) and S Yarnall (Democracy Officer (Scrutiny))

Apologies: Councillors N A Dugmore

BRC59 Declarations of Interest

Councillor R A Overton declared an interest in Donnington Community Hub due to his employment.

BRC60 Minutes of the Previous Meeting

RESOLVED – that the minutes of the meeting held on 27 October 2022 be confirmed and signed by the Chair.

BRC61 Interim Review of Polling Districts, Polling Places and Polling Stations

The Director: Policy & Governance presented the report which outlined the review of polling districts, polling places and polling stations following an extension of the consultation as a result of the boundaries not being laid by Parliament. Members were advised that the Order pertaining to the Borough and Parish boundaries had recently been laid in Parliament and the boundaries as outlined by the Boundary Commission were confirmed as the Boundaries from May 2023.

The report outlined the proposals for each polling district. A public consultation exercise had taken place. Any feedback that had been received had been considered when developing the proposals and details of that feedback was included within the report before Members. There were few changes to the proposed stations from previously, any changes were related to ensuring the polling stations met the updated legal requirements.

Members discussed various proposed polling stations around the Borough.

Members thanked officers for their work over the years whilst the Boundary Review was being conducted and for producing a comprehensive report that highlighted the proposed polling place, districts and stations.

RESOLVED –that:

- a) the relocations and redesignation of Polling Districts as set out in the report and at Appendix 1 of the report, amending the electoral register from 1 February 2023 to take effect from the local elections to be held on 4 May 2023 be approved
- b) authority be delegated to the Returning Officer to make further changes to Polling Places or Polling Stations that may occur before the elections on 4 May 2023, including making changes to any Polling Place for any reason should it become necessary for the purpose of holding elections across the Borough.

BRC62 Boundary Commission for England - Revised proposals for Parliamentary Constituency Boundaries

The Election Team Leader summarised the revised proposals for Parliamentary Constituency Boundaries as outlined by the Boundary Commission for England. The Order pertaining to the recommendations from the Boundary Commission for England would be laid in Parliament in July 2023 setting the new Parliamentary Boundaries. Members were advised that 'Wrekin' would remain in the name of that particular constituency and Hodnet and the Tern Hill Barracks would be moved into the constituency.

The meeting ended at 6.29 pm

Chairman:

Date: Date Not Specified



Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough

Borough of Telford and Wrekin

Boundary Review Committee

Thursday 20 July 2023

Terms of Reference 2023/2024

Cabinet Member:	Cllr Nathan England - Cabinet Member: Finance, Customer Services and Governance
Lead Director:	Anthea Lowe - Director: Policy & Governance
Service Area:	Policy & Governance
Report Author:	Sam Yarnall - Democracy Officer (Scrutiny)
Officer Contact Details:	Tel: 01952 382193 Email: sam.yarnall@telford.gov.uk
Wards Affected:	All Wards
Key Decision:	Not Key Decision
Forward Plan:	Not Applicable
Report considered by:	SMT – 6 June 2023 Boundary Review Committee – 20 July 2023

1.0 Recommendations for decision/noting:

It is recommended that the Boundary Review Committee:-

- 1.1 Review and reconfirm the Terms of Reference set out at Appendix A.

2.0 Purpose of Report

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

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 25 May 2023, 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 the context on 3 March 2022.
- 3.4 There is one minor change suggested to the Terms of Reference (shown in red on Appendix A) 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 There are no alternative options arising from this report.

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. Support for the committee are managed from within existing resources.

9.0 Legal and HR Implications

- 9.1 The Constitution requires that the Terms of Reference be reviewed on an annual basis. The Council is required to comply with the Constitution. This report demonstrates compliance with this requirement.

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

1 Council Constitution.

15.0 Appendices

A Terms of Reference 2023/2024

16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Legal Services	10/03/2023	22/05/2023	KF
Finance	12/07/2023	12/07/2023	AEM

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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.

Functions

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

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.