

## **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).

## Appendix A

### **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.