

Review of electoral arrangements – Norwich City Council

1. Introduction

Norwich is a non-metropolitan district in the East of England region, covering an area of 4,055 hectares. It is classified as 'urban with city and town', with 68% of the land use classified as 'built-on', 24% 'green urban', 7% 'farmland' and 1% 'natural'. It has a population of 141,000 giving a density of 34.8 persons per hectare. It has a younger and more diverse population than the surrounding county and contains some of the most deprived wards in the region, with nationally average levels of economic activity and relatively high levels of inward commuting.

The city council currently had 39 ward councillors and an electorate of 102,353. This equates to 2,624 electors per councillor.

2. Overview of council size submission

This submission sets out the response from Norwich City Council to the Local Government Boundary Commission for England's (LGBCE) invitation to put forward a recommendation on future Council size.

The review has been triggered because 3 of the council's current 13 wards (23%) have an electoral variance of more than 10% from the average. University ward has a variance of over 30%.

The council recognises the importance of electoral equality to a fair democratic process by ensuring that each vote carries the same value, whilst at the same time it must ensure that governance of the Council is maintained at a level which can best serve the electorate.

The Council's submission was developed in conjunction with a series of meetings

- a. There was a LGBCE briefing held on 16 October 2017 for all councillors
- b. Group leader meetings with LGBCE on the same date.
- c. A report to a full council meeting on 27 November 2017 was presented

The report on the council's recommendation to the LGBCE on council size was approved by full council by a majority vote.

24 votes in favour

9 votes against

It was agreed that the current arrangements would remain and to recommend the following electoral arrangements. The report recommendation was :-

"To retain the current electoral arrangements for Norwich City Council with 39 city councillors representing 13 Wards and election by thirds"

3. Previous Review

The last review of electoral arrangements in the city of Norwich was in 2001, when the number of councillors was reduced from 48 to 39 and the number of wards was reduced from 18 to 13.

4. Electorate figures

Based on the 1 December 2017 electorate figure 102,353, the current elector to councillor ratio is 2,624. The electorate forecasts developed as part of this exercise suggest that by 2023 the ratio for the council's recommended number of councillors will be an average of 2,712 electors per councillor from an electorate of 105,758. This does not include information regarding new housing developments. There are currently 3348 new dwellings planned over the next 5 years. Using the ratio 1.5 adult residents per property, the electorate could rise to 110,780 by 2023. This would mean an elector to councillor ratio of 2841.

Since the introduction of Individual Electoral Registration in 2014, there has been a significant change in electorate numbers throughout the year. This is due to a high level of young people, home movers and students who live in Norwich. During 2015, 2016 and 2017 there was a significant increase in the electorate due to the 2 general elections and the EU Referendum. The following table shows the differences in electorate throughout the year.

	December electorate	June electorate
2014 - 2015	98,919	104,529
2015 - 2016	98,019	102,499
2016 - 2017	99,403	106,087

5. Local Authority Comparative Data

The current elector to councillor ratio is 2,624 this is higher than our nearest neighbours. It is also higher than the CIPFA authorities contacted. These electorate figure are from 1 December 2017.

Neighbouring Authorities	Electors	Wards	Council Size	Electors per councillor
Broadland DC	99,907	27	47	2126
South Norfolk DC	105,065	36	42	2502
Nearest CIPFA Authorities				
Great Yarmouth	71,627	17	39	1837
Ipswich	96,183	16	48	2004
Exeter	88,978	13	39	2281
Lincoln	61,642	11	33	1868
Gloucester	96,400(est)	18	39	2472(est)

6. Justification for Council Size

The LGBCE's technical guidance document sets out the following key criteria for determining the size of the Council:

- (i) The governance arrangements for the council and how it takes decisions across the broad range of its responsibilities;
- (ii) The scrutiny functions relating to its own decision making, and the council's responsibilities to outside bodies;
- (iii) The representational role of Councillors in the local community and how they engage with people, conduct casework and represent the council on local partner organisations.

The council believes that the current electoral arrangements work well in regards to governance and decision making. The supporting evidence lists in detail those functions and bodies which currently make up governance and decision making in Norwich.

It is understood that even though our recommendation is to keep the existing arrangements, the predicted electorate will increase and there is a clear need to look at existing boundaries so to achieve better electorate equality across the city.

We believe the current governance arrangements are robust and can take into account any predicted electorate increase.

It is the council's opinion that the current scrutiny arrangements listed in the supporting evidence document provides a good balance between the role of the executive (cabinet) and other members ability to scrutinise the executive .It also provides the correct amount of support for members to appear on other regulatory committees such as Licensing and Planning.

Lastly keeping the existing arrangements, we believe will ensure that councillors are able to continue to fulfil their representative role within their ward areas. The current 3 member wards allow councillors to concentrate on their casework in their wards but also doesn't inhibit them from representing various outside bodies, committee membership or executive roles.

It is important to note while the elector/councillor ratio is higher than our neighbours, the 3 member wards work well in sharing casework and organising community work across the wards in the city.

REVIEW OF ELECTORAL ARRANGMENTS

Submission by Norwich City Council on council size – supporting evidence

1. Governance and decision making – how does the council manage its business and take decisions across its full range of responsibilities?	
<p>Leadership</p> <p>1.1 What kind of governance arrangements are in place for the authority?</p>	<p>Under the Local Government Act 2000, Norwich City Council adopted a cabinet style system with a leader and cabinet. The council operates a “strong leader” model whereby the cabinet is appointed by the elected leader.</p> <p>The cabinet consists of 8 members; the leader, deputy leader and 8 cabinet members. The cabinet’s members are also the council’s 8 portfolio holders and are the council’s main representative on their nominated areas of responsibility.</p> <p>The cabinet carries out all of the council’s functions which are not the responsibility of any other part of the council, whether by law or under our constitution. Some of these decisions/plans/policies/strategies require approval by Council e.g. Local Plan, Corporate Plan, Medium Term Financial Plan and budget.</p> <p>There are approximately 9 formal meetings of the cabinet per year and 18 informal briefings.</p>
<p>1.2 How many portfolios are there?</p>	<p>There are 8 portfolios; one held by each member of the cabinet:</p> <ol style="list-style-type: none">1. Corporate strategy (Leader of the council)2. Social housing (Deputy Leader)3. Safe city environment4. Social inclusion5. Sustainable and inclusive growth6. Safer, stronger neighbourhoods7. Health and wellbeing8. Resources

<p>1.3 Describe how a portfolio holder carries out his/her work on a day to day basis.</p>	<p>Portfolio holders exercise regular monitoring of the resources allocated by the council and seek to achieve best value in the services for which they have responsibility. They monitor performance through regular meetings with the respective directors and managers and work with them to deliver the corporate priorities.</p>
<p>1.4 To what extent are decisions delegated to portfolio holders or are most decisions taken by the cabinet?</p> <p>What is the volume of decisions taken? How many decisions are taken by officers?</p>	<p>Norwich City Council operates a leader and cabinet model. Within this some decisions are reserved to full council around budget and some policy matters. By default most other decisions are the responsibility of cabinet unless specifically allocated to other committees such as planning or regulatory matters.</p> <p>There is a scheme of delegation to officers in appendix 8 of Norwich City Council's constitution to allow for the effective day to day running of the council.</p> <p>Most committees meet monthly although there will be months when they don't meet such as during an election period.</p> <p>The committees are integral to the decision making process supported by the scheme of delegation to officers.</p> <p>Details of decisions made or delegated to officers are available in the minutes of cabinet meetings and in our list of delegated decisions which are both published on the council's website.</p>
<p>1.5 Do cabinet (or other) councillors serve on other decision making partnerships, sub-regional or national bodies?</p>	<p>Portfolio Holders and councillors serve on a number of regional and national bodies:</p> <ul style="list-style-type: none"> Active Norfolk (Portfolio Holder) Broads authority (portfolio holder) Norfolk (countywide) community safety partnership scrutiny sub panel Norfolk Health Overview and Scrutiny Committee Norwich Access Group (Portfolio Holder) Norwich Airport Consultative Committee

	<p>Norwich Airport Joint Advisory Committee Norwich Consolidated Charities Co-operative Councils Innovation Network – values and principles board (portfolio holder) Older People’s Forum (portfolio holder) Association of Retained Council Housing (portfolio holder) CNC building control services board(Portfolio Holder) CNC Consultancy Services Ltd Company Board (Portfolio Holder) Greater Norwich Growth Board (portfolio holder) Greater Norwich Development Partnership (portfolio holder) Local Enterprise Partnership Board (Portfolio Holder) Local Government Association Norfolk Branch (portfolio holder) Local Government Association General Assembly (portfolio holder) Local Government Information Unit (portfolio holder) Norfolk Environmental Waste Services (company board) (portfolio holder) IESE board (portfolio holder) Norwich BID (portfolio holder) Norwich Regeneration Company Board (portfolio holder) Norfolk Police and Crime Panel (portfolio holder) UK Healthy Cities</p> <p>The council also makes 12 other appointments to local organisations and action groups.</p>
<p>Regulatory</p> <p>1.6 How does the council discharge its regulatory functions?</p> <p>How many councillors are involved in committees?</p>	<p>There are 13 Members appointed to the licensing committee which meets four times a year. The majority of licensing applications / matters (taxi matters, alcohol licensing etc.) are determined by officers under delegated powers, unless there are grounds to refer to a licensing subcommittee or a regulatory subcommittee. On average 15 to 20 licensing subcommittee meetings are convened each year. They comprise three Members appointed from the main committee and deal with alcohol licensing. The regulatory subcommittee is convened one a month and comprises five members of the licensing committee and deal with taxi matters and tables and chairs licenses.</p>

Not including full council, there are 7 standing committees with a total of 65 seats:-

- **Cabinet** (8 members – not in political balance) (8 Lab) Meets 9 times annually plus 18 briefings and special meetings as required)
- **Scrutiny committee** (13 members in political balance) (9 Lab, 3 Green, 1 LD) (Meets 9 times annually plus meetings of task and finish groups and special meetings for call-in of decisions)
- **Audit committee** (8 members in political balance) (5 Lab, 2 Green, 1 LD) (Meets 5 times annually)
- **Licensing committee** (13 members in political balance) (9 Lab, 3 Green, 1 LD) (meets 4 times annually)
- **Planning applications committee** (12 members in political balance) (8 Lab, 3 Green, 1 LD) (meets 13 times annually)
- **Norwich Highways Agency** (5 members with 2 voting and 3 non-voting members) (3 Lab, 1 Green, 1 LD) (meets 5 times annually)
- **Standards committee** (6 members in political balance plus 2 co-optees) (4 Lab, 2 Green)

In addition to the formal decision making structure there are also a series of subgroups as follows:

Sustainable development panel

Twinning committee

Constitution working party

Norwich area museums committee

Grants working party

Personnel appeals panel

Household Heath Conservators

Contracts working party

Councillors development group

Cross party working group – council tax reduction scheme

Cross party working group – budget development

	<p>These committees and panels are generally appointed in political balance.</p> <p>Further, the council undertakes a number of briefings (approximately 9 per year) for all members on important policy or developmental matters, such as boundary reviews, transformation, safeguarding etc.</p>
<p>1.7 Describe the arrangements for the delegation of decisions in respect of regulatory functions.</p> <p>To what extent are decisions delegated to officers?</p>	<p>Norwich City Council operates a leader and cabinet model. Within this some decisions re reserved to full council around budget and some policy matters. By default most other decisions are the responsibility of Cabinet unless specifically allocated to other committees such as planning or regulatory matters.</p> <p>There is a scheme of delegation to officers in Appendix 8 of the constitution to allow for the effective day to day running of the council and this includes regulatory and licensing functions delegated to the director of neighbourhoods.</p> <p>Most committees meet monthly although there will be months when they don't meet such as during an election period.</p> <p>The committees are integral to the decision making process supported by the scheme of delegation to officers.</p>
<p>1.8 Is committee councillorship standing or rotating?</p>	<p>Following local elections (Norwich City Council elects by thirds) councillors are appointed to committees at the first full council meeting in May. There is generally some movement of councillors between committees each year.</p>
<p>1.9 Are meetings ad hoc, frequent and/or area based?</p> <p>How are the chairs allocated?</p>	<p>Most of the committees meet as per the meetings schedule unless there is insufficient business to discuss or determine, with the exception of the licensing subcommittee which meets on an ad-hoc basis.</p> <p>The chairs of the scrutiny, audit, planning and licensing committees are appointed at the first full council meeting in May.</p>
<p>1.10 What level of attendance is achieved?</p>	

<p>Are meetings always quorate?</p>	<p>There have not been any occasions in the last five years where meetings have not been quorate.</p> <p>Generally we achieve good attendance.</p>
<p>1.11 What future issues may impact on the role of non-executive councillors in respect of regulatory functions?</p> <p>How might the role develop?</p>	<p>No change is anticipated.</p>
<p>1.12 Has the council defined the role of councillors?</p> <p>Has the council adopted arrangements for training and developing councillors and supporting them in their role?</p>	<p>As set out in article 2 of the council's constitution, all councillors will:-</p> <ul style="list-style-type: none"> (i) collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions; (ii) represent their communities and bring their views into the Council's decision-making process, i.e. become the advocate of and for their communities; (viii) effectively represent the interests of their ward and of individual constituents; (iv) respond to constituents' enquiries and representations, fairly and impartially; (v) be involved in decision-making; (vi) be available to represent the Council on other bodies; and (vii) maintain the highest standards of conduct and ethics. <p>A comprehensive induction training programme follows the election of councillors and a programme of training is developed each civic year in consultation with the councillor development group.</p>
<p>1.13 Do Councillors have an individual or ward budget for allocation in their area?</p> <p>If so, how is the system administered?</p>	<p>Councillors are paid an individual allowance which can include Special Responsibility Allowances for being members or chairs of certain committees.</p> <p>There is a budget allocated per ward for councillors to use to hold ward surgeries. This is administered by the democratic services team as the democratic and elections manager is the budget holder.</p>

2. Scrutiny of the council, outside bodies and others	
<p>2.1 What's the structure? How does it operate?</p>	<p>There is one scrutiny committee with 13 members, appointed in political balance. The committee has 1 chair (LD) and 1 vice chair (Lab).</p> <p>The scrutiny committee undertakes the statutory scrutiny functions such as policy development and review, monitoring the performance of the authority and holding the cabinet to account. The scrutiny committee also has responsibility for managing the call-in function. The committee can 'call-in' a decision that has been made by the cabinet but not yet implemented. This enables members to consider whether the decision is appropriate. The scrutiny committee may recommend that the cabinet reconsider the decision or can, if it wishes, refer the matter to council.</p>
<p>2.2 What is the general workload of scrutiny committees?</p> <p>Has the council ever found that it has had too many active projects for the scrutiny process to function effectively?</p>	<p>The general workload is one committee meeting per month (apart from April and August) unless special meetings are called due to urgent business.</p> <p>With regard to task and finish groups this on average ranges from 1-2 per year depending on the urgency/need for the work to be undertaken, the amount of officer resource available, and the length of time it may take to collate information/collect evidence and write a report to take back to the scrutiny committee.</p> <p>Task and finish group members are appointed at a scrutiny committee. Meetings for these groups will be arranged directly with the appropriate officer at a mutually convenient time.</p> <p>Scrutiny committee sets its own work programme at the beginning of the civic year. The work programme is usually quite full with several big topics. Some standing items are considered each year such as budget papers, Equality Information report and pre-scrutiny of the Environmental Strategy.</p> <p>All scrutiny members receive a copy of the cabinet agenda papers and the cabinet forward agenda is included in every scrutiny agenda for consideration under the</p>

	standing work programme item.
<p>2.3 How is the work programme developed and implemented?</p> <p>How many subjects at any one time?</p> <p>What's the time-span for a particular study?</p>	<p>All members are invited and encouraged to make suggestions to the work programme at the beginning of the civic year and this will be the main agenda item of the first meeting of the committee. The scrutiny liaison officer will evaluate the suggestions against our TOPIC form (attached as appendix A). These suggestions are considered and slotted into the work programme or suggested as a topic for a briefing paper or task and finish group.</p> <p>The work programme is a standing item on each meeting agenda to allow for changes to be made as necessary.</p> <p>One main topic is programmed per meeting but if members wish to, a particularly wide ranging topic may cover more meetings. For example, the committee looked at the work of the council around food poverty over two meetings.</p>
2.4 Are councillors involved in scrutinising external issues?	<p>Councillors can be involved in any issue that effects/impacts on the Norwich area. For example two recent pieces of scrutiny work were conducted on health inequality and access to justice. For both of these items, guest speakers were invited from other agencies to give evidence to the committee and to answer member's questions.</p>
2.5 When not in scrutiny meetings what activities are councillors expected to undertake?	<p>Scrutiny members are expected to do preparatory work for scrutiny committee meetings. This involves:</p> <ul style="list-style-type: none"> • Reading reports, articles, • Scoping work programme items • Preparing advance questions • Taking part in task and finish groups as necessary
2.6 What kind of support do scrutiny members receive?	<p>At present members have 2.5 days full support from a scrutiny liaison officer, ad hoc support from the strategy manger and democratic services team leader and a senior committee officer to support the scrutiny committee meetings.</p>

	Additional support is available to assist with task and finish groups from specialist officers but members are required to do research etc. as part of their role on these groups.
3. Representational role – representing electors to the council	
<p>3.1 How councillors engage with constituents?</p> <p>Do they hold surgeries, public meetings, use IT etc?</p>	<p>Councillor’s contact details are available on the council website for constituents to call, email or write to them with issues or potential casework items. Some councillors also hold regular ward surgeries or distribute business cards with their contact details.</p> <p>A good proportion of councillors are also active on social media.</p>
<p>3.2 How do councillors generally deal with casework?</p> <p>Do they pass on issues directly to staff or do they take a more in depth approach to resolving issues?</p>	<p>Councillors are expected to take accountability for their casework, and manage their work appropriately with officer support as necessary. The two main political parties (Labour and Green) have a political assistant to help them to manage their caseloads.</p> <p>Norwich City Council has a councillor enquiry email system in which councillors can ask for specific information from a service area and should receive a response within 5 days.</p>
<p>3.3 What support do councillors receive in discharging their duties in relation to casework and a representational role in their ward?</p>	<p>Councillors receive support and advice from staff at all levels of the council. However, as the staff numbers at the council have reduced, the amount of time officers are able to give to support members is less than it used to be, meaning that they are having to take on more of the work themselves.</p> <p>The two main groups can make use of their political assistants for additional support.</p>
<p>3.4 Are councillors expected to attend meetings of community bodies such as parish councils or resident associations?</p> <p>What is the level of their involvement and what role do they play?</p>	<p>Councillors are appointed to outside bodies and are expected to attend and participate in these as necessary.</p>

4. The future

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?

As an urban district in a two-tier county, without a parish council structure, the question of subsidiarity continues to be relevant. There are no currently extant neighbourhood plans in the city though this could change, and we would of course take due consideration of these within the planning environment. Councillors continue to be key representatives of local community voice, and we have developed an approach to community asset transfer that supports them to work with local groups around their priorities. This is only likely to be more necessary as the council moves towards a community and citizen enabling approach over coming years, though this is not so much driven by the localism act provision but by an acknowledgement that the wider agenda requires new approaches from the council.

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?

There are no specific plans at the moment, but we are continuing to review our community centre provision in terms of financial sustainability and social value generated for their communities, an outcome of which could be community asset transfer, or retaining current models of autonomous committee run centres. Such decision-making processes have to be taken within the context of clear outcomes which are co-produced with communities and this approach will be applied to a range of assets, as we seek to, for example, enable communities to enhance local green space provision.

Again the two-tier structure and the current climate means that certain responsibilities can flow to district level from county level, but this has to be undertaken within an appreciation of the resource envelope. If we are able to provide the tools and mechanisms within which non-statutory functions can be co-delivered with others (including local communities and VCSE agencies) to produce shared outcomes, then this will continue to be explored.

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

As part of a process of 'channel shift' we are continuing to seek ways in which residents and councillors are able to 'self-serve' in accessing council services. Although this doesn't necessarily increase members' workloads, it may impact on the

services with neighbouring authorities)	pattern of councillors' interaction with residents and council officers.
4.4 Are there any developments in policy ongoing that might significantly affect the role of elected members in the future?	<p>As discussed, channel shift and community/citizen enabling approaches are continuing to impact on the role of ward councillors. But more widely, reductions in wider public sector provision (such as around supported housing) will continue to drive issues in terms of service access (not exclusively from the city council) that members often take an advocacy role around, either at an individual case level or at strategic/system level.</p> <p>Specific initiatives such as the Health and Social Care STP and local industrial strategy are certainly of concern to members of all political hues, and whilst they may not sit squarely within the council's remit, with an important place-based leadership role, members will increasingly wish to ensure that Norwich specific issues and challenges are reflected in these wider footprint initiatives.</p>
4.5 What has been the impact of recent financial constraints on the council's activities?	<p>The Department of Communities and Local Government estimates show that the reduction in spending power for Norwich City Council from 2015-16 to 2019-20 is 15.9 per cent, the fourth highest reduction across the country.</p> <p>Over recent years we have sought to meet this challenge through a transformation programme that combines efficiencies with service reductions where unavoidable, whilst using reserves to smooth savings. For example, we have reshaped our citywide and housing services over the last year to develop a case-based (as opposed to service-based) approach. However, we are now taking a more fundamental approach to reshaping the council's operating model and blueprint to achieve its corporate and political aims within a wider city vision. This is ongoing in discussion with key stakeholders. This again may result in reductions in universal provision thus enabling us to focus resource where needed, for example to address inequalities around socio-economic and health outcomes for residents. It may also drive us to explore more 'light-touch' approaches to delivering services or achieving outcomes in collaboration with others.</p>

	To mitigate this, there is also an increased emphasis on income generation activities, either within existing council services, development of new services or our asset portfolio.
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APPENDIX A

- T** is this, the right **TIME** to review the issue and is there sufficient officer time and resource available?
- O** what would be the **OBJECTIVE** of the scrutiny?
- P** can **PERFORMANCE** in this area be improved by scrutiny input?
- I** what would be the public **INTEREST** in placing this topic onto the work programme?
- C** will any scrutiny activity on this matter contribute to the council's activities as agreed to in the **CORPORATE PLAN**?

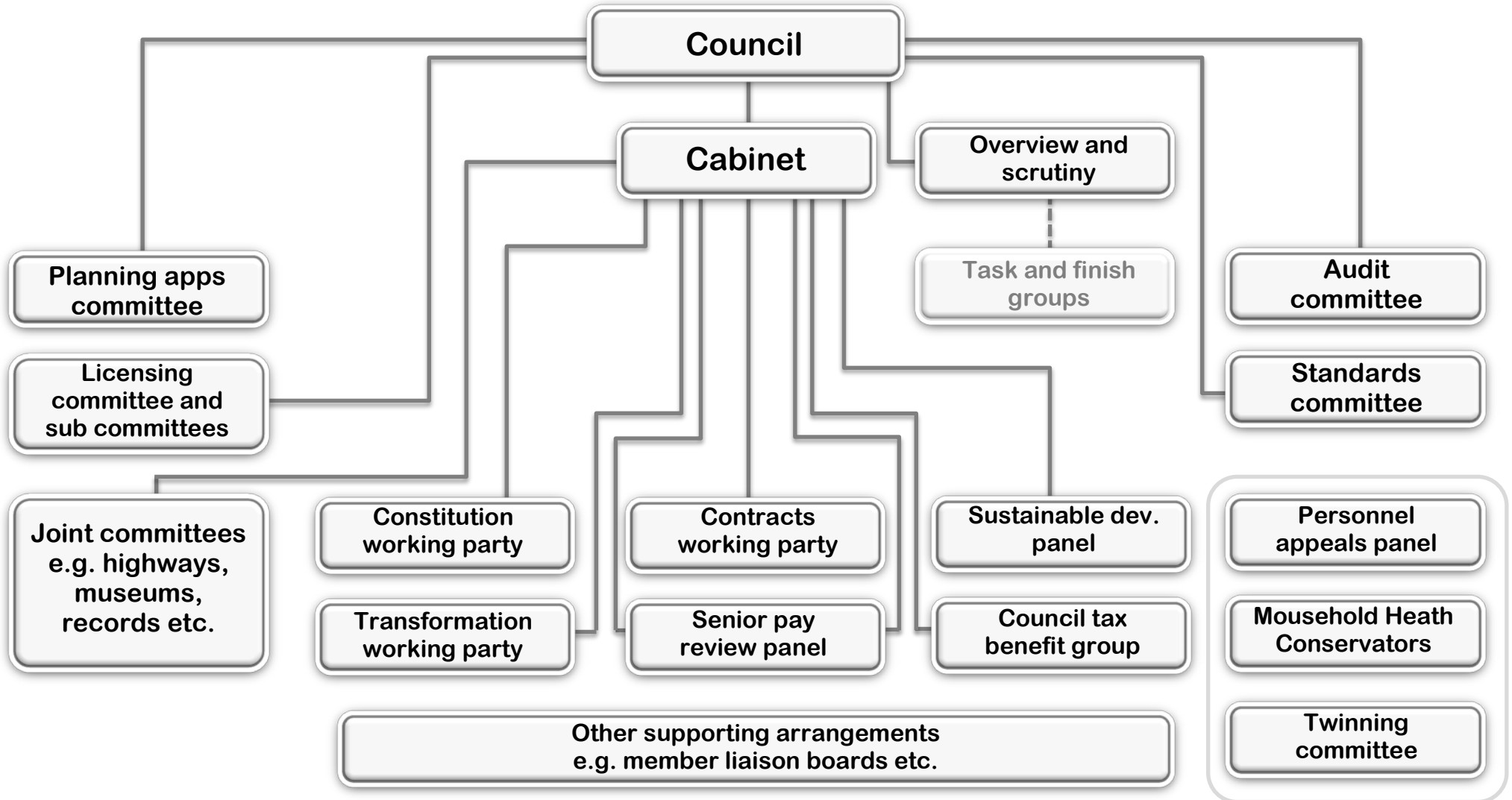
Once the TOPIC analysis has been undertaken, a joint decision should then be reached as to whether a report to the scrutiny committee is required. If it is decided that a report is not required, the issue will not be pursued any further. However, if there are outstanding issues, these could be picked up by agreeing that a briefing email to members be sent, or other appropriate action by the relevant officer.

If it is agreed that the scrutiny request topic should be explored further by the scrutiny committee a short report should be written for a future meeting of the scrutiny committee, to be taken under the standing work programme item, so that members are able to consider if they should place the item on to the work programme. This report should outline a suggested approach if the committee was minded to take on the topic and outline the purpose using the outcome of the consideration of the topic via the TOPIC analysis. Also the report should provide an overview of the current position with regard to the topic under consideration.

By using the flowchart, it is hoped that members and officers will be aided when giving consideration to whether or not the item should be added to the scrutiny committee work programme. This should help to ensure that the scope and purpose will be covered by any future report. The outcome of this should further assist the committee and the officers working with the committee to be able to produce informed outcomes that are credible, influential with SMART recommendations.

Specific, Measurable, Attainable, Relevant and Time-bound

Committee structure



Report to Council
28 November 2017
Report of Director of business services
Subject Local Government Boundary Review

Item
7

Purpose

To consider arrangements for the electoral scheme for the council in respect to the periodic electoral review being undertaken by the Local Government Boundary Commission of England (LGBCE).

Recommendation

To approve the one the following proposals

- (1) To retain the current electoral arrangements for Norwich City Council with 39 city councillors representing 13 Wards and election by thirds

alternatively

- (2) To propose new electoral arrangements for Norwich City Council

Corporate and service priorities

The report helps to meet the corporate priority value for money services

Financial implications

None

Ward/s: All Wards

Cabinet member: Councillor Kendrick - Resources

Contact officers

Anton Bull Director of business services 01603 212326

Stuart Guthrie Democratic and elections manager 01603 212055

Background documents

None

Report

Introduction

1. This report sets out the council's response to the Local Government Boundary Commission of England (LGBCE) invitation on 30 June 2017 to consider electoral arrangements for the city council.
2. The review was triggered to address poor levels of electoral equality in the city of Norwich. As of 1 December 2016, one ward (University) had a variance - 31% from the average ward number. Thorpe Hamlet had a variance of +18%.
3. The council ward arrangements will be considered by the LGBCE when the warding patterns consultation period commences on 30 January 2018. Final recommendations will be published on 2 October 2018 for parliamentary approval.
4. The LGBCE has asked the council to confirm its draft proposal for the council size by 7 December 2017.
5. At this stage council has been asked to recommend the council size (number of councillors) , number of wards and the electoral cycle which best reflect the governance arrangements in Norwich.
6. The last periodic review of electoral arrangements in Norwich conducted in 2001 and completed in 2002 reduced the number of councillors from 48 to 39.

Current Governance Arrangements

7. There are currently 39 ward councillors in Norwich representing 13 wards.
8. The council operates under a Leader and Cabinet model with the following committees and number of councillors on each committee:
 - Council - 39
 - Cabinet – 8
 - Licensing – 13
 - Regulatory sub-committee – any 5 out of the 13 members of licensing
 - Licensing sub-committee – any 3 out of the 13 members of licensing
 - Planning applications – 12
 - Scrutiny – 13
 - Standards – 6
 - Mousehold Heath Conservators – 9
 - Norwich area museums – 6
 - Norwich Highways agency – 5
 - Twinning - 11
 - Sustainable Development panel – 8
 - Audit – 8

Overview of recommended council size submission

9. The council's submission needs to address points raised in the LGBCE guidance which stresses the importance of submitting "well-reasoned proposals that are based on the individual characteristics and needs of each local authority and communities.
10. The council's submission needs to satisfy the LGBCE 's aims of being able to:-
"recommend a council size that allows
 - the council to take decisions effectively;
 - manage the business and responsibilities of the council successfully;
 - provide effective community leadership and representation",

Summary of recommended council submission

11. It is recommended that at the full council meeting on 28 November 2017 the council agree to;
 - retain its current practice of elections by thirds
 - as a consequence of the above, each ward will remain represented by three councillors
 - as a result to keep the number of councillors at 39
12. As can be seen from the number of committees above, this will allow the council to continue to deliver effective arrangements for the management and delivery of its business and responsibilities.
13. The alternative would be to reduce the number of councillors to 26 to represent the 13 wards. However, with only 26 councillors it would become extremely difficult to provide councillors to cover all of the committees listed above.
14. The current number of councillors has worked for the council since the last review. The current Leader and Cabinet model with the committees that support this have ensured good governance for the council and residents.

Members Involvement

15. There was a LGBCE members briefing held on 16 October 2017. This followed meetings with officers and group leaders. This report will also allow members to discuss the submission at the full council meeting.

Conclusion

16. Once a recommendation has been agreed by council, a formal submission will be given to the LGBCE on the agreed report.

Integrated impact assessment



NORWICH
City Council

The IIA should assess the impact of the recommendation being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Council
Committee date:	28 November 2017
Director / Head of service	Anton Bull Director of business services
Report subject:	Local Government Boundary Review
Date assessed:	16 November 2017
Description:	Local Government Boundary Review

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment	
Positive	
Negative	
Neutral	
Issues	