

The
**Local Government
Boundary Commission**
for England

LGBCE (15)2nd Meeting

Minutes of meeting held on 17 February 2015, at 09:30am, in Rooms A & B, Layden House, 76-86 Turnmill Street, London, EC1M 5LG

Commissioners Present

Max Caller CBE (Chair)
Professor Colin Mellors (Deputy Chair)
Dr Peter Knight CBE DL
Alison Lowton
Sir Tony Redmond

LGBCE Officers Present:

Jolyon Jackson CBE	Chief Executive
Marcus Bowell	Communications Manager
Tim Bowden	Business Development Manager
Richard Buck	Review Manager
Sarah Vallotton	Business & Committee Services Manager
Lucy Ward	Review Officer (item 2)
Emily Starkie	Review Officer (item 3)
William Morrison	Review Officer (item 4)
Dean Faccini	Business Assistant (minutes)

Apologies for Absence

Apologies had been received from Professor Paul Wiles and Lynn Ingram, Finance Director.

Declarations of interest

Professor Colin Mellors declared an interest in Sheffield and took no part in the discussions of that item.

Dr Peter Knight declared an interest in Birmingham and took no part in the discussion of the issue under "Matters Arising".

Minutes of LGBCE's meeting on 27 January 2015

The minutes were agreed as a correct record and were signed by the Chair.

Matters Arising

The Chair updated the Commission on the recent meeting he and the Deputy Chair had attended with Birmingham City Council which had concurred with the proposed timetable.

Potential arrangements for the forthcoming Council size meeting were discussed and agreed.

1. Operational Report - LGBCE (15)20

The Chief Executive presented the Operational Report for February and the Commission noted its content.

Two amendments had been made to the report since its publication. The reviews of Warrington and Hampshire had been postponed by one month to allow the authorities the opportunity to move towards all out elections, and for them to form an opinion on council size.

The Chief Executive noted the successful meeting he had with the East Sussex official project group.

2. Dorset Draft Recommendations - LGBCE (15)21

The review of Dorset County Council had commenced on 16 September 2014. According to the latest available electoral figures, 33 per cent of divisions had variances greater than 10 per cent.

At its meeting on 16 September 2014, the Commission had been minded to agree a council size of 46 and the Draft Recommendations being considered had been prepared on the basis of such a council size.

In preparing the draft scheme, the team had taken into consideration both the submissions it had received and the statutory criteria. The Draft Recommendations proposed a pattern of six two-member divisions and 34 single-member divisions in total.

The Commission considered the recommendations in detail informed by the statutory criteria and taking into account the advice of officers and the submissions received.

It agreed the Draft Recommendations as presented.

Agreed

Draft Recommendations for Dorset County Council presented.

Noted:

It was also agreed to check the Technical Guidance to ensure that it made absolutely clear when it referred to either wards or to divisions and when the Guidance was intended to cover arrangements both forms of electoral arrangements.

3. Colchester Final Recommendations - LGBCE (15)22

The review of Colchester Borough Council had commenced on 20 May 2014. According to the latest available electoral figures, 26 per cent of wards had variances greater than 10 per cent with Copford & West Stanway ward being over 30 per cent.

At its meeting on 20 May 2014, the Commission had been minded to agree a council size of 51 and had subsequently, at its meeting on 16 September 2014, agreed Draft Recommendations.

Following publication, 55 submissions had been received commenting on the Draft Recommendations which had been considered carefully in the context of the statutory criteria.

Taking all of the submissions into account, it was felt that there was sufficient evidence to move away from the Draft Recommendations in some aspects and these changes were reflected in the Final Recommendations put to the Commission for consideration.

The Final Recommendations proposed a pattern of 17 three-member wards in total.

The Commission considered the Final Recommendations in detail, informed by the statutory criteria and taking into account the submissions received following publication of the Draft Recommendations.

It agreed the Final Recommendations as presented with amendments in the following areas:

- A change to the ward boundary between Highwoods and St Anne's & St John's wards.
- A change to the ward boundary between Mile End and Lexden & Braiswick wards.
- A change to the Greenstead ward boundary.
- A change in the ward boundary of Christ Church and a name change to New Town & Christ Church.
- A ward name change from Old Heath to Old Heath & The Hythe.
- Minor amendments to the boundaries of Castle, Wivenhoe and Shrub End wards.

Agreed

Final Recommendations for Colchester Borough Council as presented.

4. Sheffield Final Recommendations - LGBCE (15)23

The review of Sheffield City Council had commenced on 18 March 2014. According to the latest available electoral figures, Central ward had a variance of 43 per cent.

At its meeting on 18 March 2014, the Commission had been minded to agree a council size of 84 and had subsequently, at its meeting on 20 May 2014, agreed Draft Recommendations.

Following publication, 32 submissions had been received commenting on the Draft Recommendations which had been considered carefully in the context of the statutory criteria.

Taking all of the submissions into account, it was felt that there was sufficient evidence to move away from the Draft Recommendations in some aspects and these changes were reflected in the Final Recommendations put to the Commission for consideration.

The Final Recommendations proposed a pattern of 28 three-member wards in total.

The Commission considered the Final Recommendations in detail, informed by the statutory criteria and taking into account the submissions received following publication of the Draft Recommendations.

It agreed the Final Recommendations as presented with amendments in the following areas:

- A number of changes to the City ward area.
- A change to the ward boundary between Dore & Totley and Beauchief & Greenhill wards.
- A change to the ward boundary between Broomhill & Sharrow Vale and Crookes & Crosspool.

Agreed

Final Recommendations for Sheffield City Council as presented.

5. Chair's Report

The Chair briefed the Commission on the Secretary of State's decision to move towards all-out elections in Rotherham and the proposed schedule for implementation and how this might impact on any electoral review that might be undertaken by the Commission. The Chair would consult with the LGA and the Department for Communities and Local Government (DCLG) prior to further consideration by the Commission.

The Chair updated the Commission on the 'Equalities Profiling' work which was discussed at the policy workshop the previous day. The Commission had agreed to pilot an approach for forthcoming reviews that would enable it to assess the viability of using census and geo-coded data to help in the task of identifying communities. This would be included as an appendix to the final report at the Draft Recommendations stage. Subsequently, the Commission would consider if such an approach should be adopted on a routine basis as part of the review process.

6. Chief Executive's Report

The Chief Executive informed the Commission that staff had accepted the 1% pay award for the financial year 2015-16.

7. Chair of Audit Committee - Record of Signing of Minutes of Audit Committee Meeting of 17 November 2014

The Commission formally noted the signed Audit Committee minutes from November 2014.

8. Audit Committee Report to Commission

The Chair of the Audit Committee reported on the business of the Audit Committee meeting which had taken place the previous day.

Key topics covered were:

- The Committee had considered a draft of the Committee's annual report to the Commission.
- A discussion had taken place on how the NAO's Value-for-Money strategy could be made more relevant to the Commission.
- Updates had been given on the business process overview, relocation project and performance management review.
- The Audit Committee Chair had referred to the NAO self-assessment guidance for Audit Committees and said it was his belief that the Commission complied with everything the NAO required.
- Key Performance Indicators had been considered, in particular KPI 2. The Audit Committee discussed the type of feedback received at the outcome of reviews and how the Commission could encourage more meaningful feedback from stakeholders.
- The Commission's policies on Anti-Fraud and Whistleblowing had been reviewed and agreed subject to one or two minor changes that would be approved by Committee members by email.
- The NAO's Value for Money report relating to the development of the Commission's website and consultation portal had been discussed. The

Commission was pleased to note that NAO had considered the project been 'impressive' in how it had been undertaken.

- The Audit Programme for 2015-16 had been discussed and a number of changes were requested.

9. Risk Update and New & Emerging Risks

The Business & Committee Services Manager updated the Commission on the Corporate Risk Register. The register had been discussed at the Audit Committee. As a result of the discussion, a number of risk scores and the definition of one of the risks would be amended.

The revised register would be presented at the May Audit Committee meeting.

Agreed

To add these risks to the risk register issues log:

- Cabinet Office review of Parliamentary Commissioners.
- Uncertainty of the post-election period and how quickly a new Speaker's Committee may be appointed.
- Potential increase in requests for intervention reviews

10. Relocation & Back Office Services Project Update

The Relocation & Back Office Service Steering Group had met in January.

The Chief Executive updated the Commission on the following areas:

Millbank

- The rent had been formally agreed
- Memorandum and Heads of Terms had been agreed
- The LGBCE's lease agreement would commence on 1 April 2015 with staff moving in by the 27 April 2015
- The Steering Group would further discuss office meeting room space
- There was no longer any need to build a new wall. As a result there would be more office space and a reduction in planned capital expenditure
- The Steering Group had agreed that a security door pass system, related to Millbank Tower's own security swipe card system should be installed. The Project Group was seeking quotes for this
- Discussions were under way regarding access to the staff canteen and break out area.

IT

- Wavex had been selected as LGBCE's supplier for Service Desk and Migration.
- The process of ordering laptops, docking stations and server equipment was under way.

- Fluidata had been chosen as LGBCE's supplier for broadband.

HR and Payroll

- PBS had been chosen as LGBCE's supplier for HR and Payroll.

Finance and Accountancy

- Risk issues over year end support had been offset by contracting a CIPFA Accountant for support in financial accounts.

Agreed

The Business & Committee Services Manager to look at securing a suitable meeting room for the May and June Commission meetings on a contingency basis in the event that that meeting room space at Millbank might not be ready.

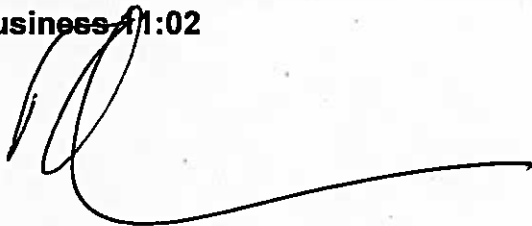
11. Future Business – LGBCE (15)24

The Commission noted its content.

AOB

There were no other items.

Close of Business 11:02

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

