

## BCFE (08) 10th Meeting

Minutes of meeting held on Thursday 19 June 2008  
at 10.30am at Trevelyan House, Great Peter Street,  
London, SW1P 2HW

Present:

Max Caller CBE (Chair)  
Robin Gray  
Joan Jones CBE  
Jane Earl (items 6 - 10)  
Professor Ron Johnston  
Professor Colin Mellors

Also present:

Archie Gall	Director
Helena Hird	Media Relations Manager
Sarah Garrett	Senior Media Relations Officer
Gareth Nicholson	Media Relations Officer

Sam Hartley	Review Manager
Alison Wildig	Review Manager
Richard Buck	Review Manager
William Morrison	Review Assistant
James Ansell	Review Officer
Kalim Anwer	Review Officer
Tim Bowden	Review Officer

Apologies: Dr Peter Knight CBE DL

### 1. Opening remarks

1.1 The Director welcomed Richard Buck to his first Committee meeting.

## 2. Minutes of the last two meetings: 21 May 2008 BCFE (08) 8<sup>th</sup> Meeting: 27 May 2008 BCFE (08) 9<sup>th</sup> Meeting

2.1 Minutes from the previous meetings were approved.

## 3. Matters arising

3.1 The Committee discussed the extent of its draft proposal for a unitary authority based on Ipswich and Felixstowe, particularly in relation to the Shotley peninsula. The Director explained the rationale for the proposed boundary in terms of both access and service delivery. Following discussion the Committee agreed the proposed boundary.

3.2 The Review Manager for Cornwall gave a brief update on the review.

## 4. Structural review update

4.1 The Review Managers updated the Committee on the work being undertaken by the staff on the reviews in Norfolk, Suffolk and Devon

## 5. Wiltshire council size update

5.1 Professor Ron Johnston declared a potential conflict of interest in the Wiltshire review and took no part in the proceedings.

5.2 The Review Officer presented to the Committee the minutes of a meeting with Wiltshire County Council on 13 May on the subject of council size. The minutes had now been formally agreed by the County Council and provided the Committee with the information it required to reach a final decision on the appropriate council size for the new authority.

5.3 On the basis of this information the Committee agreed to confirm its draft proposal for 98 councillors.

## 6. Structural reviews communication strategy: BCFE (08) 21

6.1 Members of the Communications team outlined a proposed communications strategy for the next stage of the review. The Director referred to his discussion with the Norfolk LGA earlier that week and some of the concerns about launch arrangement expressed at that meeting.

6.2 Following detailed discussion, the Committee agreed the strategy for the publication of its draft proposals. The draft proposals would be

sent under embargo to the affected local authorities at 7.00am on the launch day, giving them an opportunity to prepare press and media lines. Details would not be released to the media until midday.

- 6.3 Briefing meetings would be arranged with all MPs on a county basis. Similar arrangements would be made for briefing affected local authorities.

## 7. Structural review risk register: BCFE (08) 22 and Unitary authority electoral review risk register: BCFE (08) 23

- 7.1 The Review Managers updated the Committee on the risk registers for the structural and electoral reviews, which had been amended during the progression of the reviews.

## 8 Any other business

- 8.1. The Director tabled a letter which he had sent to all Chief Executives of local authorities in England inviting them to identify any potential administrative boundary, electoral or single-member reviews that they may wish to request the Boundary Committee undertake. The Director explained the intention was to identify and plan for a two to three year programme of Boundary Committee work.

- 8.2 The Committee noted the letter.

## 10. Next meeting

- 10.1. The next scheduled meeting of the Committee was due to be held on 17 July. It was agreed this meeting should be cancelled in preference to holding briefing meetings with interested parties in the areas under structural review. The next scheduled meeting of the Committee will therefore be on 14 August.

**The Boundary Committee for England,  
July 2008**