

Dear,

**Our ref: 11/11**

Thank you for your request under the Freedom of Information Act 2000, dated 10 May 2011, received by the Commission 11 May 2011.

You requested:

**All meeting notes relating to the Boundary Review for Daventry District. Please include Officer meeting notes and notes from any/all Executive meetings; in particular:**

- **Commission meetings where Daventry Council size was discussed**
- **Officer meetings where Daventry Council size was discussed**
- **Commission meetings where submissions from residents/parishes/councillors/Council was discussed**
- **Officer meetings where submissions from residents/parishes/councillors/Council was discussed**
- **Commission meetings where LGBCE recommendations were discussed and formulated**
- **Officer meetings where LGBCE recommendations were discussed and formulated**

The Commission does hold information relevant to your request.

Please find attached a list of documents released and PDFs of the information requested.

If you have any further queries, please do not hesitate to contact me, quoting the reference number above in any correspondence.

If you are unhappy with the response or the way in which your request was dealt with and wish to make a complaint or request a review of our decision, you should write to:

Bolanle Ojoye  
Freedom of Information Officer  
Local Government Boundary Commission for England  
Layden House  
76-86 Turnmill Street  
London

EC1M 5LG

If you are not content with the outcome of your complaint or review, you may apply directly to the Information Commissioner for a decision; Details of this procedure can be found on the ICO website: <http://www.ico.gov.uk>.

Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Local Boundary Commission for England.

Yours sincerely

**Bolanle**

**Legal and Implementation Officer**

Local Government Boundary Commission for England

Layden House

76-86 Turnmill Street

London

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FOI 11/11		
FOI Request – Meeting notes relating to Daventry review.		
Information	Date	Released/Withheld/Reasons
<b>Officer Meeting Notes</b>		
Officers meeting (transcribed notes)	22 June 2010	Released
Parish Council briefing (transcribed notes)	1 July 2010	Released
Leaders briefing (transcribed notes)	1 July 2010	Released
Full Council briefing (transcribed notes)	22 July 2010	Released
Review Officer notes (transcribed notes)		Released
<b>Commission meeting minutes</b>		
LGBCE (10) 6th Meeting	14 September 2010	Released - Commission minutes are available on the website at: <a href="http://www.lgbce.org.uk/_documents/lgbce-documents/lgbce/2010/minutes-lgbce-10-6th.pdf">http://www.lgbce.org.uk/_documents/lgbce-documents/lgbce/2010/minutes-lgbce-10-6th.pdf</a>
LGBCE (11) 2nd Meeting	8 February 2011	Released - Commission minutes are available on the website at: <a href="http://www.lgbce.org.uk/_documents/lgbce-documents/lgbce/commission-minutes-2011/minutes-lgbce-11-2nd.pdf">http://www.lgbce.org.uk/_documents/lgbce-documents/lgbce/commission-minutes-2011/minutes-lgbce-11-2nd.pdf</a>

## Daventry District Council

### Officers Meeting: 22 June 2010

#### **Attendees:**

Simon Bovey (SB) - Chief Executive  
Simon Hume (SH) - GIS Officer  
Paula Green (PG) - Deputy Returning Officer  
Ian Vincent (IV) - Returning Officer

Sam Hartley (Sam) - Review Manager  
Sarah Murphy (SM) - Review Officer

Introductions were made and apologies made for Tim Bowden who was on leave and unable to attend, however the officers were made aware that Tim would be the lead officer on the review.

Sam went through the presentation and then questions were taken from the officers.

- SB queried why a review was being made now. Sam explained that it was because of the 2 criteria that had been used since 2000 which was if 30% of the wards had over 10% variance or 1 ward had over 30% variance. He also made clear that this review was different from the PERs which took place every 10-12 years.
- IV queried whether the review would lead to whole council elections and single member wards
  - Sam made it clear that it is for the council to decide whether they wanted to change to whole council elections and this could be problematic during a review so if the council could inform as soon as possible if this was likely to happen
- SB stated that nothing was going forward at the moment in regards to whole council elections although some members have queried why it was not single member wards.
- PG asked if Tim could contact SH direct for the mapping information
- IV stated that there were a lot of databases and information on contacts of local community groups that can be used to spread the word
- PG asked that anything LGBCE sends to the public and media is copied to the communications team at the council
- SB required clarification that LGBCE would provide the posters and reports etc and this did not have to come out of the council budget
- SH wondered what would happen if the review did not finish in time to meet the 2012 election- Sam response was that the LGBCE had no power to change the implementation date so it would be implemented at the next normal date of election in 2014.
- Handouts given to the council included the technical guidance and the Sedgemoor forecast.

- IV wondered when LGBCE would be visiting the council.
  - always open to invites if they felt a meeting was needed and also to come and do a tour of the area. IV said they would be happy to assist in the tour if need be.
- PG confirmed that she would be the lead contact, but could all e mails be copied into everyone for information as they would be a project group for the purpose of the review.

## **Daventry District Council**

### **Parish council briefing – 1 July 2010**

#### **Attendees:**

25 parish councils  
Simon Bovey – Managing Director

Richard Buck – Review Manager  
Tim Bowden – Review Officer  
Lisa Siggins – Review Officer

*NB – waiting for formal minutes from the council to also supplement here.*

Introductions were made and Richard ran through the presentation. Richard particularly stressed to parish councils the important role they play in the review process and informed them how they can get involved.

Questions covered were similar to the previous meetings with officers and Group Leaders from the council. Particularly points raised were:

- Why was the LGBCE undertaking the review – Richard stressed the criteria
- Why we have to start from the basis of three-member wards
- Concerns were raised about how officers from the council would formulate the electorate forecasts and some parish council members were concerned that five-year forecasts were not necessarily future proofed.
- Parishes asked how we and the council would publicise the review and what consultation we would both undertake – Richard and Tim explained the consultation processes and how we advertise the review. Simon Bovey explained that the council's consultation programme would be lead by what the LGBCE wanted it to do. Richard and Tim explained that the level of consultation undertaken by the council was for them to decide.

We explained to those parishes present that all parish councils in Daventry would receive a letter informing them of the launch of the review. Copies of the presentation and guidance were given to all those parish councils in attendance.

## **Daventry District Council**

### **Leaders briefing – 1 July 2010**

#### **Attendees:**

Councillor Elizabeth Griffin – Deputy Leader of the Council/Conservatives  
Councillor Catherine Lomax – Leader of the Liberal Democrat Group  
Ian Vincent (IV) - Returning Officer

Max Caller – Chair of LGBCE  
Richard Buck – Review Manager  
Tim Bowden – Review Officer  
Lisa Siggins – Review Officer

Introductions were made and Max ran through the presentation, highlighting to the Group Leaders all the main points.

- Councillor Griffin asked for clarification on the timescales for which the council would need to pass a resolution to move to whole council elections – Max explained that any resolution would need to be passed by December 2010 and that consultation would be required prior to any resolution. Max was clear in saying that this would be an important decision for council and that they should discuss these considerations with officers. IV suggested that a paper on a move to whole council elections could go to councillors for consideration at the meeting scheduled for 22 July. Simon Bovey clarified later that if a paper does go to council it was likely to go to councillors at the next council meeting following the LGBCE briefing on 22 July.
- Councillor Griffin and Councillor Lomax asked why the LGBCE were conducting the review of Daventry DC – Max explained the review criteria and that we review the whole authority not just the particular ward with the unacceptable variance.
- Councillor Griffin and Councillor Lomax queried the legislation in regards to elections by thirds and three-member wards. Max explained that the 2009 Act provided for a starting point of three-member wards for authorities that elect by thirds. Councillor Griffin and Councillor Lomax considered it would be difficult to create a uniform pattern of three member wards, particularly given the rural nature of the district.
- Councillor Griffin and Councillor Lomax asked about the level of consultation we would be undertaking particularly with the parish councils in Daventry. Max and Tim replied informing them about the three consultation periods, how we publish the review with the assistance of the council and association of parish councils. It was also explained that we were briefing the parishes later in the afternoon.

- IV informed us that we may find it useful to have an officer from the district accompany us when we first toured the area and that they would be able to provide us with a lot of data linked to GIS.

## **Daventry District Council**

### **Full Council briefing – 22 July 2010**

#### **Attendees:**

Approximately 33 councillors (22 councillors spoke)  
Simon Bovey (SB) - Chief Executive  
Paula Green (PG) - Deputy Returning Officer  
Ian Vincent (IV) - Returning Officer

Max Caller – Chair of LGBCE  
Colin Mellor – Lead Commissioner  
Sam Hartley – Review Manager  
Joan D'souza – Review Manager  
Tim Bowden – Review Officer

Introductions were made and Sam ran through the presentation. Sam particularly stressed to councillors why we were conducting the review and why the legislation prescribed that where reviewing an authority with an electoral cycle of thirds our starting point for creating a warding pattern is three-member wards.

Members asked similar questions and raised alike concerns. Therefore members' points have been captured and grouped as follows:

- Uniform pattern of three-member wards – members were concerned about the starting point of three-member wards given the authority elects by thirds. They did not consider that three-member wards would work in an authority like Daventry, particularly because of its rural nature.
- Costs – members were concerned about the costs of the review in terms of monetary costs and costs to staff time. They were particularly concerned about the costs of multiple elections following the implementation of the final recommendations.
- Why the LGBCE was undertaking the review – members were concerned that the review was a disruption and could focus on one ward rather than the entire authority. Again they raised concerns about the cost of the process.
- Council size – some members considered the current council size was working well and were concerned about it being reduced any further.
- Consultation – members were concerned about parish council input into the review, particularly as not all parishes have regular meetings.

Councillors passed a resolution to write to the Secretary of State for Communities and Local Government requesting the legislation of elections by thirds and the prescription of three-member wards be changed. Members also requested that Max Caller as Chair of the LGBCE write to the council providing them of an average cost of an electoral review.



## **Daventry scheming:**

### **Why are we doing the review?**

- Abbey Nth 43%
- Council concerned as to why we are reviewing the entire district as they consider the change could be left completely within Daventry Town

### **Council size:**

- Daventry proposed 39 cllrs. They noted in sub that statutorily they require 33 members
- Commission proposed 36 councillors. This was based 33 & giving them some more cllrs for the representational role

### **Stage One:**

- 27 representatives. 21 from parishes, council, resident association, member of public, Daventry Constituency Labour Party, 2 cllrs
- Most representations are supportive of existing warding arrangements
- Council considered 36 on 3-member wards, 36-mixed, 39 3-members, 39-mixed but did not recommend any of the schmes. Council proposed existing but with an additional councillor in the town to address the imbalance between Abbey Nth/Abbey Sth
- Under 39 on existing as at 2010, 25% of wards would be over 10% but this reduces to 21% by 2016

## **Daventry scheming:**

### **36 councillors – 12 town/24 rural**

- council looked at (not recommended) a 3-member ward scheme which provides for good electoral equality. However, are concerned with the geographic size of the wards; particularly a councillor getting to all addresses. Also indicate the need for Braunston to be a single member ward.
- Council looked at a mixed scheme of 36 councillors. This has Braunston as a single member ward and breaks down some of the 3 member wards. Braunston on this scheme would have a variance of - 17%. Crick would be 20%. Council also indicate it still creates some large wards geographically.
- Team has also schemed 36 based on 3-member wards and has identified similar schemes to those considered by the council.
- Team has also considered a mixed scheme for 36. This could be amended as follows.
- \*Moulton (3,619) + Walgrave (1,766) = 5,385 / -1%
- \*Welford (3,231) + West Haddon and Guilsborough (1,998) = 5,229 / - 4%
- \*Braunston is included in a 3-member ward under this scheme

39 councillors → 12 town/27 rural

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Councillors have considered 3 options based on a council size of 39

- 3 member wards – not recommended
- Mixed – considered but not recommended
- Existing – recommended

### **Daventry council size:**

- Whether or not the council size needs to change
- Committee's – what does it look like on paper?
- Examine how Daventry works at present
  - o Look at Northampton sub
- Matrix of meetings/frequency/no. of cllrs on each committee
  
- Happy to go along as long as by 1/sept we have a copy of the report going
- What's going to be in this report?
  - o Full worked up model on council size
  - o Happy to discuss any outline rationale on council size
  - o ONS population estimate – what is this for Daventry
  - o Call Paula at the end of the week

It is a necessity we get an accurate robust set of forecasts as it's important that we don't have to come back in five years

### **FOI 03/10 Discussion:**

- Check correspondence with Simon Bovey
  - o Have we received anything else on council size from Simon Bovey?
  
- Documents to be released:
  - o Report
  - o Minutes
  - o Transcript of notes
  - o Copies of letters btw. Cllrs/officers
  - o Email exchanges btw. Cllrs/officer

### Daventry figures

- fine
- serious concerns about the forecasts

base figure on the number of electors per household at 1.8 not 2

## **Commission meeting 8 Feb notes:**

### **Item 13 – Daventry**

- Test is publication of draft recs and responses to them
  - o Judgement post-consultation
- require good media handling plan