DECISION-MAKER:	COUNCIL
SUBJECT:	LOCAL GOVERNMENT BOUNDARY COMMISSION ELECTORAL REVIEW AND ELECTION CYCLE
DATE OF DECISION:	11 OCTOBER 2021
REPORT OF:	LEADER OF THE COUNCIL

CONTACT DETAILS				
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STATEMENT OF CONFIDENTIALITY
None

BRIEF SUMMARY
This report sets out the council's commitment to the delivery of a statutory Local Government Boundary Commission - Electoral Review. It outlines the purpose of the review and the possible options being put forward as part of our council size submission, see Appendix 1 to this report.

RECOMMENDATIONS:		
(i)	That Council considers the report and resolves one of the following options (A, B or C) as its preferred submission option to the Local Government Boundary Commission	
		Option A: That the council retains the current council size of 48 councillors across 16 wards
		Option B: That the council increases its size with 3 additional councillors (51 in total across 17 wards - an increase of 1 ward)
		Option C: That the council increases its size with 6 additional councillors (54 in total across 18 wards - an increase of 2 wards)
	And that it delegates to the Service Director; Legal and Business Operations the authority to make any minor or consequent changes required to the submission documents after consultation with the Leader of the Council	

(ii)	That Council resolves to consider
	    (i) maintaining its current electoral cycle of elections by thirds following the commencement of the electoral review (from 2024 onwards), or
	    (ii) changes to all out elections every four years.
	
	subject to public consultation. If the Council is minded to change the electoral cycle that the Service Director; Legal and Business Operations undertakes such consultation and a further report be brought to Council for consideration	

REASONS FOR REPORT RECOMMENDATIONS

1.	To comply with the statutory requirement to carry out an electoral review. The Local Government Boundary Commission for England (LGBCE) has a legal requirement to review all local authorities from time to time. An electoral review is an examination of a council's electoral arrangements and Southampton was last reviewed 20 years ago.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2.	As part of the electoral review process and in gathering data and evidence as part of the council's submission on council size, a number of options were considered in relation to the future size of the council and the number of elected councillors required (taking into consideration governance arrangements, scrutiny and regulatory functions and councillors roles in their local communities). These options are outlined in detail later in this report under the section 'options for council size'.

DETAIL (Including consultation carried out)

3.	This report sets out the council's commitment to the delivery of a statutory Local Government Boundary Commission - Electoral Review. It outlines the purpose of the review and the possible options being put forward as part of our council size submission (phase one of the electoral review process). An electoral review is an examination of a council's electoral arrangements. This means: • the total number of councillors elected to the local authority. • the number and boundaries of wards or divisions for the purposes of the election of councillors. • the number of councillors for any ward or division of a local authority; and the name of any ward or division.
4.	The Local Government Boundary Commission conducts an electoral review of a council for two reasons: At the request of the local authority; or if the local authority meets the Commission's intervention criteria: a) If one ward has an electorate of +/-30% from the average electorate for the authority b) If 30% of all wards have an electorate of +/-10% from the average electorate for the authority.
5.	Southampton meets the Commission's criteria for electoral inequality with 3 of 16 (18.5%) wards have a variance outside 10%. One ward (Bargate) has a variance outside 30%. The largest variances are Bargate ward (32%) and Swaythling ward (-15%). The review is not, however, limited to those outlier wards but is city wide.
6.	**Process** Collin Mellors, Chair of the LGBCE first contacted the Chief Executive in February 2021 regarding an electoral review for Southampton and a preliminary meeting was held between the commission and several key officers from the council on 8th March 2021, at which point an outline timetable was discussed.

7.	The LGBCE explained that the council would be required to submit its council size submission, and a range of supporting data, by 15th October 2021 and this would form phase one of the review. Following several periods of consultation, implementation of the electoral review findings will occur in May 2023 following 'all out' elections that year. An electoral review timeline is attached as an appendix to this report.
8.	At the preliminary meeting in March, the commission requested that the council organise a Group Leader's briefing and an 'all member' briefing in order to keep elected councillors fully informed. These briefings were held on the 8th June and 28th June respectively and councillors were made aware of the purpose of the review, how they could engage in the process and the timeline
9.	Following the Group Leaders meeting in June, an electoral review project team was established involving several officers from across the council. The review's Lead Officer is Richard Ivory, Service Director – Legal and Business Operations, supported by Gaetana Wiseman, Head of Business Operations.
10.	**Task and Finish Group** A cross party electoral review task and finish group, consisting of Cllrs Houghton and S Galton for the Conservative Group and Cllrs Mitchell and Noon for the Labour Group was also established to ensure effective councillor engagement in the process. The group met on 16th, 22nd and 28th July as part of gathering supporting evidence and feedback to assist with the development of the council size submission document. This group will also be consulted during stage two of the electoral review process in 2022 when recommendations around ward boundaries need to be put forward.
11.	The purpose of the task and finish group is: • To ensure cross party councillor involvement in, and support for, the electoral review process • To consider options on the future size of Southampton City Council including the • number of elected councillors (considering governance arrangements, scrutiny and regulatory functions and councillors' roles in local communities) • To formulate draft recommendations on the council's size for consideration by Full Council • To support officers in the provision of information required by the LGBCE and the drafting of the Electoral Review documentation • To recommend warding arrangements to Full Council and for submission to the Local Government Boundary Commission, demonstrating how the statutory criteria set by the commission has been met
12.	Phase one of the review which spans May – October 2021, has included the council developing detailed recommendations (supported by evidence) on proposed council size (i.e. the number of elected councillors) together with the assembly of five-year forecast electorate data. Further information in relation to our council size submission can be found in Appendix 1.
13.	Alongside the Task and Finish Group, and as part of gathering additional evidence during phase one, a member survey was also issued to all councillors to capture their feedback. The survey was live from 28 June 2021 to 12 July 2021. Initial questions were asked about the length of time the respondent had been a councillor, if they had been appointed to any external bodies or organisations, and if they hold any other positions. Subsequent questions concerned the length of time spent on council duties, such as: what aspect of

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	the job takes the most time and has this changed over the past 12 months? A total of 32 respondents out of 48 councillors completed the survey - a response rate of 67%.
14.	**Council size submission** As previously mentioned, a requirement of the electoral review process is for the council to submit a set of recommendations to the LGBCE having considered options on the future size of Southampton City Council; including its electoral arrangements and number of elected councillors (taking into account governance arrangements, scrutiny and regulatory functions and councillors' roles in local communities). See Appendix 1 (and other supporting appendices attached to this report). Officers have been able to formulate the following options on council size based on compelling feedback and evidence having had proactive engagement from elected councillors through the positive task and finish process, as well as feedback through a member survey. Core data was also collated during this process and has contributed to the development of options outlined
15.	**Evidence base** In formulating our council size submission and in developing options, we have considered a range of factors required by the LGBCE including; • how the council and city has evolved over the past few years and used core demographic data and information • Analysed and put forward five-year housing development and electorate growth projections • Reviewed our governance arrangements reflecting on elements including our committee structure, number of committees, the number of councillors required to sit on those committees • Reflected and gained feedback from councillors themselves regarding their role as elected councillors considering governance arrangements, scrutiny and regulatory functions and councillors' roles in their local communities • Gained further insight into how the role of elected councillors may have changed considering aspects such as casework and other commitments.
16.	**Councillor survey** The councillor survey contained questions about the length of time respondents had been a councillor, if they had been appointed to any external bodies or organisations, and if they hold any other positions. Subsequent questions included the length of time spent on council duties, what aspect of the job takes the most time and what has changed over the past 12 months? Key findings revealed: • Half of respondents have been a councillor for under five years • Almost half of respondents do not hold any additional positions • 26 (81%) reported being on a committee, board or panel other than Full Council • Over half of respondents have been appointed to outside bodies • Most respondents reported regularly using a variety of methods to communicate with residents / businesses / organisations in their ward • Nearly all respondents use face to face or email communication • Nearly all agreed that they are using the right balance of communication methods to engage with people in their wards. According to free text comments, this is often due to a range of communications methods being utilised.
17.	Feedback from the Electoral Review Task and Finish Group sessions revealed councillors work on a 'proactive' and 'reactive' basis within their communities depending on the issue and the need. Personal contact is developed 'on the doorstep' or by home visits, with councillors also getting a good feel for issues locally by walking and cycling around their

	wards, being part of online social/ community forums, as well as 1:1 interaction from residents who are contacting their councillor directly via email, social media, phone etc. Councillors use a range of approaches to engage with their communities. Door knocking, leaflet dropping, home visits, posting information/ updates via social media (e.g party political Facebook pages or community forums etc). Some wards hold monthly surgeries, but this tends to be in wards with designated and recognisable community spaces such as libraries or community centres etc. Some councillors are holding events in conjunction with the police for example ,such as community 'street huddles' where residents can come and speak to their councillor/ local police officer at the end of their road etc
18.	Interaction with those residents not on the electoral register and younger people is a challenge and building relationships 'on the doorstep' is felt to be the most effective mechanism councillors use for getting in touch with harder-to-reach groups across the city. The LGBCE will only take account of the city's "electorate" rather than adult or overall population. That is a particular local issue given the university student population. The major reason for people not being on the electoral register is the considerable, transient, student population in the city (40,000 pre-Covid as a result of Southampton being home to two universities). The survey captured feedback that some councillors do get requests for help from those that may not be on electoral register (particularly around housing issues) and some are concerned that the actual number of residents they represent is far higher than the electorate figure, due the amount of individuals who have not registered to vote
19.	During the early days of the pandemic, the role of councillors as community leaders came into sharper focus, with some reporting that their role was to go out into their communities and provide greater levels of help, support and reassurance. Some formed volunteer groups to ensure people were safe and those in need didn't go without essentials (such as food or medication). Participation and attendance at community meetings and forums plays a significant part of most ward councillors' work (84% of respondents answering the survey responded that it featured as a regular method of communicating with the electorate). It should be noted that as a result of Covic-19, a large proportion of active community and residents' groups have moved 'online' and this has changed the way councillors have been engaging with the electorate over the past 16/17 months. A much higher proportion of interaction has been undertaken via social meeting platforms rather than 'in person'. Now lockdown restrictions have been released, councillors are starting to see more requests to attend community forums, meetings and events again in person
20.	**Councillors' casework** How councillors manage their casework varies and depends on the level of complexity. Councillors can deal with some casework enquiries themselves. For example, signposting a resident directly to the council's website regarding a missed bin. For more complex casework (involving areas such as anti-social behaviour, safeguarding issues, housing, or schools' admissions) then elected councillors will involve the relevant council department.
21.	Looking at demographic information, Southampton is a relatively deprived city and ranks 55th out of 317 most deprived local authorities in England. Around 12% of our population live in neighbourhoods within the 10% most deprived nationally, rising to 18% for the under 18 population, suggesting deprivation disproportionately impacts our young people in the city. Southampton is also ranked third worst in the country for crime deprivation
22.	Councillors are reporting that casework is increasing, along with the complexity of casework, and that there is a correlation between levels of deprivation and local need and amount of casework received. The councillor survey also revealed the following key findings in relation to quantity and management of casework;

- Respondents rated the most time-consuming activity (per month) as dealing with casework, with half reporting that they spend over 16 hours a month on this activity
- Respondents spend the least time attending external meetings (a symptom of lockdown restrictions and more external meetings being moved online)
- The highest proportion of respondents deal with between 21 and 30 casework enquiries each month (41%)
- Half reported that they spend about the amount of time they expected on council business
- Over a third reported spending more time than expected on council business and no respondents reported spending less time than expected
- Nearly all respondents reported asking specific council officers for support with responding to casework. Large proportions also report making use of the SCC website or the council's PA team
- A quarter use the customer contact centre, and other sources reported included government websites and other councillors
- A large majority of respondents reported that the amount of time they spend on council business has increased
- A variety of reasons were discussed for increase in casework, including that as they have become more well known as councillors, their contact with residents has increased
- Over three quarters of respondents reported spending more time using email and Microsoft Teams to communicate in the last 12 months
- Respondents generally reported spending significantly less time communicating face to face

23.	Feedback from the Electoral Review Task and Finish Group provided further insight, with councillors citing the Covid-19 pandemic leading to some increase in certain types of casework (and increasingly complex casework) including concerns around crime and anti-social behaviour, noise nuisance and safeguarding issues.
24.	Technology has had a significant impact on the way councillors interact with their electorate. Survey results showed the electorate are increasingly contacting councillors through digital methods and the way councillors carry out their roles is also heavily influenced by technology (use of MS Teams etc for attending group meetings, meetings with officers, community meetings with residents and before 2021 May elections attending council committee meetings).
25.	A sample of free text comments collected from the survey are outlined below; • "case work increased - particularly with regards to issues with crime, private sector housing (HMOs), parking, highways and planning applications • "issues regarding housing, education, anti-social behaviour, all these have been on the increase for a number of years." • Over the past 16 months during the pandemic, the volume of emails both internal to council business and also from constituents and partners has increased a lot, as there are fewer face to face meetings, and fewer informal conversations in the corridor, or at events, or when arriving at/leaving meetings and events. • "There is clearly a large gap between customer facing activities and the needs of residents, which leads to councillors being a part of frontline communication and case management. This is not necessarily a bad thing, however good councillors can and do carry a fair amount of the load at very little expense to the city." • "We receive fewer letters and much more social media approaches. About half of my casework arrives via Facebook and Nextdoor."

	• "Work is increasing because the public expect immediate response, and to be able to use their preferred method of communication. Now so many organisations employ large teams to run social media, many younger residents expect to be able to make their views known on social media."The internet allows angry people to research their issues before writing to their councillors and so a lot more research is needed to respond to many constituents' emails or letters."
26.	Casework is expected to further increase over the next five years as a result of; • Increased electorate growth (forecast 176 additional electorate per current councillor in 2027). An increase of 8,469 (4.8%) in our electorate when comparing 2021 against 2027. Of the 8,469 increase in electorate it is forecast that 8,322 of those electors will come from new housing development in the city (4,190 new dwellings). • The overall population is due to increase by 6.1% (15,940 people) from 260,084, in 2020, to 276,024 in 2027 • Increased demands placed upon councillors in terms of residents' expectations. In this digital age and surge in social media means residents are contacting councillors 24/7, via a range of communications platforms, and expecting speedy/ instantaneous responses to their enquiries and concerns • Increasing complexity of casework • Covid -19 pandemic prompting further interaction with councillors and requests for help and support
27.	**Options for council size** There is substantial evidence based on the data collated through the councillor survey and the feedback from task and finish groups, supported by core electorate and housing development data, that any reduction in councillor numbers and wards would be detrimental, particularly as; • Our councillors report that they are already busy, and that they are getting busier • Increased levels of projected housing development and growth across the city over the next five years will result in increased population generating additional casework • A reduction in the number of elected councillors from 48 would place greater pressure on elected councillors, with councillors required to attend more Council meetings (assuming the number of seats on committees and outside bodies remain at similar levels to now). This would likely lead to a reduction in level of service provided and lead to a reduction in councillors of the public seeking to take up public office • Survey and other recent feedback suggests three member wards work - they enable councillors to respond to the needs of their residents. It is felt that any reduction in three member wards means councillors will be picking up more casework and less able to respond to the needs of their communities • When comparing Southampton and its CIPFA group of similar local authorities it shows Southampton is second smallest in terms of council size. The median is 56 councillors. (See diagram below -Southampton is shown in black.) For these reasons it is not recommended that the council size reduces below existing levels (48 councillors and 16 wards).

| 28. |
Appendix 4: Council Size Expected Range
2019 CIPFA Group and Councillor Counts

Bar values: 48, 42, 70, 55, 78, 54, 54, 60, 57, 84, 90, 57, 51, 54
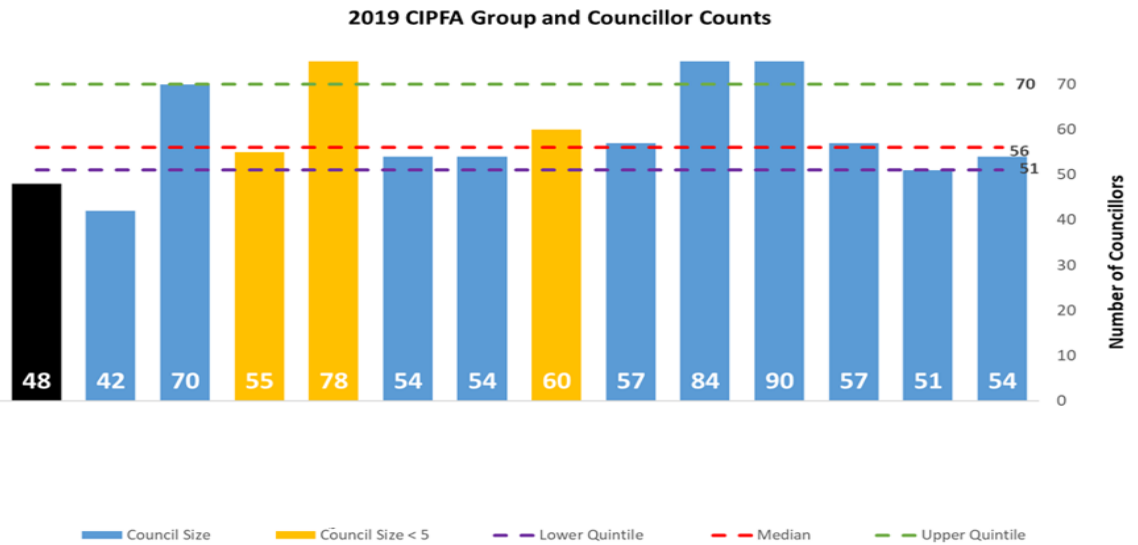
Legend: Council Size — Council Size < 5 — Lower Quintile — Median — Upper Quintile |
| --- | --- |
| 29. | In view of the feedback / data outlined, which does not support a reduction in council size, councillors are therefore requested to consider the following options; |
| 30. | **Option A:**

That the council retains the current council size of 48 councillors and 16 wards. Feedback from the Task and Finish Group councillors, as well as councillor survey results suggests councillors feel current council size allows for effective governance (including scrutiny arrangements) and decision-making ability. The existing council size enables councillors to have other roles outside of their 'ward' commitments, including membership of other statutory council committees, as well as representation on outside bodies. Current council size arrangements also enable councillors of working age to retain a balance between fulfilling their professional working commitments and their commitments as a councillor and 'community leader'.

However, taking into account the data/ feedback previously outlined in this report relating to forecast electorate increase, increasing complexity of casework, increase in volume of casework and increased demands placed upon councillors in terms of residents' expectations, retaining the status quo (option A) is not considered a viable option. |
| 31. | **Option B/C:**

That the council increases its size with an additional 3 or 6 councillors representing an extra ward(s)bringing the total to 51 councillors across 17 wards or 54 councillors across 18 wards. The evidence to support an increase in council size is is based upon;

- Forecast electorate numbers show an increase of 176 extra electorate per councillor by 2027 by way of a simple analogy, more residents would equate to a proportionate increase in casework handled by councillors.
- Bargate ward already has an electorate variance of 32% from the average electorate for the authority (as of December 2019) – forecasted housing development and electorate data identifies that by 2027 this variance will have further increased. |

	• The complexity of casework is increasing, and councillors report complexity of casework is linked to areas of greater deprivation and need across the city. Deprivation data shows Southampton is a relatively deprived city and ranks 55th out of 317 most deprived local authorities in England. Around 12% of our population live in neighbourhoods within the 10% most deprived nationally, rising to 18% for the under 18 population, suggesting deprivation disproportionately impacts our young people in the city. Southampton is also ranked third worst in the country for crime deprivation. If deprivation levels were to worsen, this puts further pressure on councillors and their workloads and ability to represent the needs of their communities.
	Councillors report the expectation from members of the public is increasing and residents want speedy or immediate responses to their enquiries. They also report a steady surge in social media usage in recent years is resulting in additional casework being generated. The simplicity of sending 'direct messages' or posting on social media sites means councillors are being contacted 24/7 across a wide range of communications and engagement channels. This is only likely to increase and keeping up with this demand will become more difficult. In light of the evidence Option B is considered to be the most favourable option but equally there is an evidential case (not least when compared to CIPFA family members) to increase to 54 councillors across 18 wards.
32.	**Electoral cycle** Whilst the Commission's electoral review is concerned with ensuring electoral equality across wards and recommendations around council size, not how we vote, the Commission has given informal guidance that if the Council wished to move to a four yearly "all out" cycle of elections it would be timely to consider that now and link in with the overall review timelines.
33.	**All out elections** Council last considered the electoral cycle formally in 2014 and resolved to continue to vote in thirds with a fallow year in year 4. Importantly this is not an issue that the Boundary Commission will determine or advise on as the decision is a local one, but it is one that does need to be considered in the round and is timely to do so now. If the Council is minded to change its cycle the matter will be subject to public consultation and a further report brought to Council for consideration.
34.	There are greater costs and resource considerations related to elections by thirds, and these are summarised below. However, officers consider that there is merit in reconsidering a move to four yearly elections. Under the current situation, politicians and officers inevitably spend a substantial proportion of the year in "election mode", either formally in the pre-election period from mid March, or informally in the period prior to that, as the party in power considers carefully the initiatives and actions most likely to have a positive (or negative) impact at the ballot box. This is turn inevitably has an impact on both medium and long term strategic planning. Stability and certainty are not guarantees under a longer electoral cycle, but a different approach would arguably make it easier to take decisions on some of the long term issues that need to be planned, resolved and delivered. It is fully respected of course that there is an alternative view, particularly around more regular democratic engagement by voting in thirds; neither cycle is right or wrong it is a question of the best option for the city in the round. Feedback from both Conservative and Labour councillors (via the Task and Finish Group and councillor survey) suggests there is little appetite to come away from existing electoral arrangements and voting in thirds.
35.	Traditionally all-out' council elections take place on the four-yearly cycle laid out in the Local Government Act 1972. As the LGBCE has confirmed that our initial set of elections

	based on the new warding arrangements will take place in 2023, an ongoing 'all out' electoral cycle would be synchronous with this (2023, 2027, 2031, etc.). The Local Government Act 1972 also established that a cycle of 'fallow' years for those councils that elect by thirds would be in the year when the election of county councillors takes place. Under our current by-thirds arrangements our fallow years have followed the timetable for the Hampshire County Council's elections.
36.	The benefits of all out elections can be summarised as;

- Given the annual elections generate the need to respond to the focus upon a period of formal and informal 'election mode' work there may be "opportunity cost" savings to be gained through increased productivity of the organisation on direct casework and delivery of priorities rather than the required pause on some projects and initiatives during the pre election period of 6 weeks prior to the election.
- If the council decides to move to 'all out elections' we can essentially have any number of councillors split across our chosen number of wards and will not necessarily be tied to 3 councillor wards, however differing numbers per ward may cause more confusion and difficulty in justifying
- There will be significant budget savings, after allowing for ad-hoc by-elections over the term, the cost of running an election (in thirds) in Southampton is approx. £280k per annum and this includes staffing costs for employing poll clerks, presiding officers, count staff, hiring polling stations, the cost of printing ballot papers, postage of postal votes, equipment hire etc. Whilst we can recoup a large proportion of our costs when we run a national election, the costs of all local elections fall to the local authority
- The anticipated cost saving of changing from thirds to all outs are £880k over an eight year period (as identified in the table below). It should be noted that with all-out elections there is likely to be an increase in the number of casual vacancy/by-elections in any given year. The costings provided below include an average of two by-elections each year (£40k each) for the all-out electoral cycle. No national elections are included in the projections and where these take place at the same time as local elections a significant proportion of local costs are covered by the Government. It should also be noted that all-out elections cost more than our current arrangements. Currently up to 5/6 candidates ordinarily stand for election in each ward; with all-out elections this could increase three-fold, which would result in increased ballot paper printing costs. Similarly, the time and resources required for counting votes at multiple vacancy elections are significantly more than for single vacancy elections. As such, the projected cost of an all-out election across the city would increase from £280k to £320k and this has also been reflected in the table.
- Column 2 in the table below shows the cost of a standard four-yearly cycle of elections by thirds, starting from all-out elections in 2023 following the implementation of the electoral review. Column 3 shows the costs of all out elections, taking into consideration any by-elections that may occur.

	Cost of Thirds (£) V1	Cost of all out elections (£)
2023	320k	320k
2024	Fallow	80k

2025	280k	80k
2026	280k	80k
2027	280k	320k
2028	Fallow	80k
2029	280k	80k
2030	280k	80k
2031	280k	320k
2032		
Total estimated nett cost	£2M	£1.12M

- If councillors vote to increase council size and keep 3 member wards in place, the cost of this could be partly offset by moving to 'all out' elections every 4 years rather than voting in thirds.
- All out elections every 4 years would generate a review around the resources needed to administer the service.

RESOURCE IMPLICATIONS

Capital/Revenue

37.	The resource implications in terms of **Option B** would be the funding of a further 3x councillors (payment of their basic annual allowance), as well as any additional expenses incurred (these are minor and rarely claimed or incurred). The basic allowance rate (£13,344) including National Insurance contributions is approx. £15,185 per councillor per annum. This would mean an additional annual cost of £45,555 pa plus expenses, increased by the living wage increase each year. The resource implications in terms of **Option C** would be the funding of a further 6x councillors (payment of basic annual allowance), as well as any additional expenses incurred. This would mean an addition annual cost of £91,110 plus expenses.
38.	An additional budget for IT, telephone and training etc would be required of circa £6,900 for three new councillors or £13,800 for 6 new councillors. **Option A** presents no increased resource implications.

Property/Other

39.	There are no property considerations as part of the Local Government Boundary Commission Electoral Review.

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

40.	Local Democracy, Economic Development and Construction Act 2009 (Sec 56) provides that the Local Government Boundary Commission for England must from time to time conduct a review of electoral arrangements of each principal council in England.

Other Legal Implications:

41.	None to report

RISK MANAGEMENT IMPLICATIONS

42.	The risks involved in relation to council size differs depending on the option chosen.

43.	If **Option A** is recommended as part of our council size submission, then the risk of the council staying with 48 councillors across 16 wards is that councillors will become even busier over the next five years as a result of increased development and electorate size, continuing trend of more complex casework; coupled with increasing expectation from members of the public and the link to social media contact. This could mean councillors have less time to represent their constituents as effectively and less time to dedicate to those in need. Additionally, it may prove a disincentive in attracting candidates.
44.	If **Option B or C** is recommended the risk is that the council is spending more on councillors. This may have a reputational impact at a time when the authority has significant budget pressures. The counter argument to this being that with further budget savings to be made, the authority may have less staff in the future to respond to concerns within communities, and that a small increase in additional councillors will become more important in ensuring communities are represented and the voices and needs of local people are heard.

POLICY FRAMEWORK IMPLICATIONS

45.	None

KEY DECISION?	**No**	
WARDS/COMMUNITIES AFFECTED:		Potentially, depending on recommendation and Boundary Commission decision
<u>SUPPORTING DOCUMENTATION</u>		

Appendices

1.	Council Size Submission

Members' Rooms Documents

1.	**Population and electorate forecast methodology**
2.	**Terms of Reference Joint Commissioning Board**
3.	**Policy Framework summary**
4.	**Committee structure diagram**
5.	**Cabinet functions**
6.	**Cabinet commitments**
7.	**Scrutiny Handbook**
8.	**List of committees and frequency of meetings**
9.	**Outside Bodies list - council and cabinet**
10.	**Electoral Review – Councillor Survey results**
11.	**Member Induction and Development programme overview**
12.	**Councillor attendance at meetings 2020/21**

Equality Impact Assessment

Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.	**No**

Data Protection Impact Assessment	
Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.	**No**

Other Background Documents	
Other Background documents available for inspection at:	
Title of Background Paper(s)	**Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)**
1.	
2.	