

Electoral Review Sub-Committee

Agenda

Date:	Wednesday, 16th August, 2023
Time:	10.30 am
Venue:	R1 & R2 - Westfields, Middlewich Road, Sandbach, CW11 1HZ

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the top of each report.

It should be noted that Part 1 items of Cheshire East Council decision making meetings are audio recorded and the recordings will be uploaded to the Council's website.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Appointment of Chair**

To appoint the Chair of the Sub-Committee.

2. **Appointment of Vice-Chair**

To appoint the Vice-Chair of the Sub-Committee.

3. **Apologies for Absence**

4. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda.

5. **Public Speaking / Open Session**

In accordance with paragraph 2.24 of the Committee Procedure Rules and the Appendix on Public Speaking, as set out in the Constitution, a total period of 15 minutes is allocated for members of the public to put questions to the Sub-Committee on any matter relating to this agenda. Each member of the public will be allowed up to two minutes to speak; the Chair will have discretion to vary this where he/she considers it appropriate.

Members of the public wishing to speak are required to provide notice of this at least three clear working days in advance of the meeting.

6. **Cheshire East Electoral Review** (Pages 3 - 20)

To consider a report on the background to, and proposed work associated with, the Boundary Commission for England review of Cheshire East Council's electoral arrangements.

7. **Cheshire East Council Electoral Review Project Management Products** (Pages 21 - 50)

To consider a report on the project management products developed to date.

8. **Work Programme** (Pages 51 - 54)

To consider the Sub-Committee's work programme.

THERE ARE NO PART 2 ITEMS

Membership: Councillors J Bratherton, C Browne, J Clowes, S Corcoran, C O'Leary, J Pearson and F Wilson

Electoral Review Sub-Committee**16 August 2023****Cheshire East Electoral Review**

Report of: Mr David Brown, Director of Governance and Compliance**Report Reference No: ER/1/23-24****All Cheshire East Council wards are affected****Purpose of Report**

- 1 To inform the Sub-Committee of the background to, and proposed work associated with, the Boundary Commission for England review of Cheshire East Council's electoral arrangements.
- 2 In responding to the review, the Council will be fulfilling its Corporate Plan objective, to be "open" by providing strong community leadership and by working transparently with residents, businesses and partners, to deliver the Council's ambitions within the Borough.

Executive Summary

- 3 The Local Government Boundary Commission for England (the Commission) is an independent body set up by Parliament. Its main role is to carry out electoral reviews of local authorities throughout England. The Commission is undertaking a review of the Council's electoral arrangements.
- 4 This report explores what will be required of the Council in response to the review, and what representations the Council might wish to make during the review.

RECOMMENDATIONS

The Sub-Committee is recommended to:

1. Note the contents of this report.
2. Endorse the proposed actions set out within this report and instruct the officer Project Board to progress them.
3. Endorse the methodology adopted for the production of electoral forecasts.
4. Agree that the officer Project Board should adopt an approach to the production of a draft Council size submission, and warding arrangements submission, which is informed by the approaches adopted in the best examples of comparator submissions supplied by the Commission to the Council:
 - a. in particular, with regard to Council size, the Sub-Committee is recommended to agree that officers should adopt a similar approach to that of Central Bedfordshire, in respect of the Cheshire East submission, albeit using the Commission's proforma for this purpose.
 - b. in particular, with regard to warding, the Sub-Committee is recommended to agree that officers should adopt a similar approach to that of Nuneaton and Bedworth, in respect of the Cheshire East submission, using the Commission's proforma for this purpose.
5. Agree that the officer Project Board should develop a work programme which will provide for the submission to the Commission of electoral forecasts, the other data and documents listed in the Commission's Information Request Pack, draft Council size submission, and warding arrangements submission.
6. Agree that suitable dates for future meetings of the Sub-Committee should be identified, these to take place during the summer and autumn of this year, but acknowledging the need for flexibility to be adopted, so as to allow informal meetings of the Sub-Committee to take place from time to time, and for meeting dates to be added or removed from the list of those identified.

Background

- 5 The Sub-Committee was appointed by the Corporate Policy Committee at its meeting on 11 July 2023. Item 12 of the agenda refers:
- 6 [Agenda for Corporate Policy Committee on Tuesday, 11th July, 2023, 10.00 am | Cheshire East Council](#)
- 7 Without repeating all of the background information, which can be viewed via the above link, the Sub-Committee is asked to note that the Commission's review will focus-upon:

- How many councillors the Council should have.
 - How many Council wards there should be, where their boundaries should be, and what the wards should be called.
 - How many councillors should represent each ward.
- 8 The Commission is undertaking the review because the Council now meets both of its intervention criteria:
- (a) One ward has an electors-per-councillor ratio that is more than 30% different from the average for the authority (see detailed analysis in the Corporate Policy Committee report; table with red shading); and
 - (b) More than 30% (17) of all (52) wards have a ratio that is more than 10% different from the average for the authority (see detailed analysis in the Corporate Policy Committee report; table with yellow shading).
- 9 The purpose of an electoral review is to ensure that:
- (a) The Council's wards are in the best possible places to help the Council carry out its responsibilities effectively.
 - (c) New wards leave each councillor representing roughly the same number of voters as other councillors elsewhere in the authority.
 - (d) New wards, as far as possible, reflect community interests and identities, and boundaries are identifiable. Transport links will be considered, as well as community groups and facilities, natural or physical boundaries, parishes and shared interests.
 - (e) New wards promote effective and convenient local government. The number of councillors will take into account the geographic size of, and the links between, parts of wards.
- 10 The attention of the Sub-Committee is drawn to the timetable for and stages of the Commission's review, which are set out in the Corporate Policy Committee report. The key elements of the review are as follows:
- 11 Information will be sought from the Council, including electoral forecasts and other data and documents. Legislation states that the Commission's recommendations should not be based only on how many electors there are now, but also on how many there are likely to be in the five years after the publication of its final recommendations.

- 12 A model has therefore been prepared which has generated forecasts of future electorate numbers up to the end of 2029, for various geographical tiers, from polling district up to Borough ward and Borough Council level. This model takes full account of the scale and locations of recent and expected future housing development, and as such has been prepared in consultation with the Council's planning policy officers.
- 13 Along with tables of the model's forecasts, we have also prepared a detailed technical report that explains the forecasting methodology (see Appendix 1 to this report, for further information that summarises the methodology).
- 14 We are also preparing the other data and documents that the Commission requires, namely the Electoral Register, housing development data, polling district maps, polling district review reports, details of parish electoral arrangements, parish ward maps, local Orders, details of governance changes, a stakeholder database and a communications contact.
- 15 The Commission will decide how many councillors should be elected to the Council in the future. This decision will be based on information received from the Council (Council-size submission), and any other representations made. The Commission's view on Council size will be informed by:
 - The governance arrangements of the Council
 - The Council's scrutiny functions
 - The representational role of Councillors
 - Future trends and plans for the Council
 - The Borough's geography, community characteristics, demographic pressures and any other relevant constraints, challenges, issues or changes
- 16 In addition to the Council size submission, which the Commission has asked to be made in draft by 13 November 2023, the Council is also asked to submit proposed warding patterns. Whilst the deadline for this submission is after that which applies to the Council-size submission, a work programme will need to be agreed which makes provision for the two pieces of work to overlap.
- 17 There will be a period of public consultation on warding patterns (23rd January to 1st April 2024), following which draft recommendations will be made upon the Council's electoral arrangements. Consultation on these draft recommendations will follow. The Commission's review process might take 12-18 months to conclude, when its final recommendations will be published.

- 18 When the Commission's review has been completed, its recommendations will need to be agreed by Parliament. They will then take effect in May 2027.

Best practice submissions

- 19 As can be seen from the report to the Corporate Policy Committee on 11 July 2023 (link provided above) the Commission kindly provided some examples of what might be described as “best practice” submissions. These were put forward by the Commission as being appropriate in terms of submission length and content. The Commission has also identified CIPFA “nearest neighbours” as reference points for the Council’s Council-size submission (See Appendix 2 to this report), these offering a useful comparison of Cheshire East with other English unitary authorities of similar size (in population terms) and socioeconomic characteristics.
- 20 The officer Project Board therefore recommends that the best examples of these submissions be used as a guide for the approach to be taken by Cheshire East Council. In particular, with regard to Council-size, the Sub-Committee is recommended to agree that officers should adopt a similar approach to that of Central Bedfordshire, in respect of the Cheshire East submission, albeit utilising the Commission’s proforma for this purpose: [Central Bedfordshire Council - Council Size Submission](#)
- 21 With regard to the secondary task of the Council’s warding submission, it is proposed that the example provided by the Commission of Nuneaton and Bedworth be used by the Council as a guide: [Nuneaton and Bedworth Borough Council - Warding Submission](#)

Consultation and Engagement

23. It is not anticipated that the Council will undertake any consultation work on the review, except internally, with its own Members. The review is being led by the Commission, not the Council, and the Commission has a clearly identified programme of consultation as part of its electoral review timetable, which is assumed to include relevant stakeholders.

Reasons for Recommendations

24. The recommendations of this report seek to ensure that the Council is best placed to respond to the Commission’s review of the Council’s electoral arrangements, in a timely way. The Corporate Policy Committee is responsible for the Council’s response to the review and has appointed the Sub-Committee to drive forward this work, reporting its recommendations to the parent committee when required.

- 25 In responding to the review, the Council will be fulfilling its Corporate Plan objective, of being “open” by providing strong community leadership and by working transparently with residents, businesses and partners, to deliver the Council’s ambitions within the Borough.

Other Options Considered

- 26 The Council could choose not to engage with the Commission’s review, but this would be an unhelpful approach and would deprive the Council of the important opportunity to make submissions, and to influence its electoral arrangements which will apply from 2027.

- 27 *Impact assessment:*

Option	Impact	Risk
Do nothing (ie do not engage with the review)	The Council would be deprived of the important opportunity to make representations	The review would not secure the benefit of the Council’s input as the key respondent. The resulting electoral review order, which will be implemented in 2027 would not be informed by the Council’s views.

Conclusions

- 28 We know that the Commission’s review will focus-upon:

- How many councillors the Council should have.
- How many Council wards there should be, where their boundaries should be, and what the wards should be called.
- How many councillors should represent each ward.

The focus of the Officer Board is to ensure that, through the work programme proposals which the Sub-Committee is asked to note, the scheduling of meetings, and the methodologies and approaches set out in this report, the Council will meet the requirements of the Commission to make appropriate submissions on electoral forecasts, Council-size and warding patterns, in a timely way.

Ultimately, the Commission will decide the outcome of the above matters, and these will be laid before Parliament for approval.

By following the Commission's guidance, the best practice examples, and following the instructions of the Sub-Committee, officers are confident that the Council's submissions will appropriately influence the Commission in the decisions which it must make.

Implications and Comments

Monitoring Officer/Legal

- 29 The main piece of legislation governing the review is the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act). This consolidates and amends provisions previously contained in the Local Government Act 1972, the Local Government Act 1992 and the Local Government and Public Involvement in Health Act 2007.
- 30 Section 56 of the 2009 Act requires that the Commission carry out reviews 'from time to time', of every principal local authority in England and make recommendations about electoral arrangements (but not their external boundaries) (Period Electoral Reviews or PERs). In addition, the Commission can at any time review the arrangements for all or any parts of a principal local authority's area if it appears to the Commission to be desirable.
- 31 Subsections 56(1) and (4) require the Commission to recommend whether a change should be made to the electoral arrangements for that area. Electoral arrangements include the total number of councillors to be elected to the council (known as 'council size'); the number and boundaries of wards/divisions; the number of councillors to be elected for each ward/division; and the name of any ward/division.
- 32 In making its recommendations, Schedule 2 to the 2009 Act requires the Commission to have regard to—
 - (a) the need to secure that the ratio of the number of local government electors to the number of members of the district council to be elected is, as nearly as possible, the same in every electoral area of the council,
 - (b) the need to reflect the identities and interests of local communities and in particular—
 - (i) the desirability of fixing boundaries which are and will remain easily identifiable, and

(ii) the desirability of fixing boundaries so as not to break any local ties,

(c) the need to secure effective and convenient local government,

Further information on the legal implications of the review can be found in the Commission's Technical Guidance:

<https://www.lgbce.org.uk/sites/default/files/2023-03/technical-guidance-2021.pdf>

Section 151 Officer/Finance

33. There will be no impact on the council's Medium-Term Financial Strategy. The proposal will be funded from within existing Democratic Services budgets, aided by internal officer resource contributions from various other departments, and it is not anticipated that any external spend will be required in order for the Council to respond to the review.

Policy

34. The key policy implication of this report is that, in responding to the review, the Council will be meeting one of its most fundamentally important objectives: providing strong community leadership and by working transparently with residents, businesses and partners, to deliver the Council's ambitions within the Borough. In doing so, the Council will be fulfilling the objective of empowering and caring about people within the Borough. The electoral representation of the Council is of key importance in this regard, as is the warding of the Council, both of which being important features of the Commission's review.

Equality, Diversity and Inclusion

35. Given that this report is a response to the Commission's review of the Council's electoral arrangements, and that it simply recommends the means by which the Sub-Committee will make recommendations upon Council size and warding, there would appear to be no equality, diversity and inclusion implications.
36. However, in developing its recommendations, the Sub-Committee will be mindful of these important considerations. Undoubtedly, the Commission will be equally mindful of these matters when making its final recommendations on the Council's electoral arrangements.

Human Resources

37. There are no direct human resources implications.

Risk Management

- 38 There are no direct risk management implications arising from this report, other than the matters referred to within it. However, the risks associated with any decision of the Council not to engage with the review are set out under paragraphs 26 and 27 above.

Rural Communities

- 39 There are no direct implications arising from the recommendations of this report in respect of rural communities, however, there will be such implications as the work in response to the review gets underway. These will be addressed in future reports.

Children and Young People including Cared for Children, care leavers and Children with special educational needs and disabilities (SEND)

- 40 There are no such direct implications.

Public Health

- 41 No direct public health implications arise from the recommendations of this report.

Climate Change

- 42 There are no direct climate change implications, which arise from the recommendations of this report.

Access to Information	
Contact Officer:	Contact Officer: Brian Reed Brian.reed@cheshireeast.gov.uk
Background Papers:	Background Papers: <ul style="list-style-type: none"> • Report to Corporate Policy Committee, 11 July 2023 • Local Government Boundary Commission for England website

Electorate Forecasting Model Overview

As part of the preparation work for the electoral review, a model has been prepared for forecasting future electorate numbers for various geographical tiers, from polling district up to borough ward and Borough Council level, for the period required by the Local Government Boundary Commission (LGBCE) for England (2023-29).

The key data inputs into the model (though not an exhaustive list) are:

- Office for National Statistics (ONS) data on numbers of residential properties at Output Area (OA) level as of March 2010. OAs are very small geographical areas created by ONS for statistical purposes (Cheshire East contains over 1,000 OAs).
- Electoral Register data on elector numbers, both currently (mid-2023) and for earlier years (2017-22).
- Data from the Strategic Planning Team's housing database, covering housing completions from April 2010 up to March 2023 and forecasts of future housing completions up to the end of the electoral forecasting period (December 2029). Adjustments are made to allow for the more recent (2022/23 year) housing completions evidence that has been collected by the Strategic Planning Team since the Borough Council's last publication of housing forecasts (for its [Housing Monitoring Update](#), in February 2023). Windfall sites are excluded, because of uncertainty as to when and where such developments will occur.

The model's methodology takes account of the latest published LGBCE guidance on electorate forecasting and the forecasting approach used by Cheshire West and Chester Council for its electoral review in 2017-18, as well as the methodology adopted for the electorate forecasts for Cheshire East's recently-concluded Community Governance Review. The LGBCE has already seen a detailed draft report setting out Cheshire East's methodology and the Commission is happy with our intended approach, which is summarised below. *(It should be emphasised that, as of late July, the model is still undergoing tests and checks and the outcomes of those may necessitate further adjustments to the model's assumptions and calculations, though these adjustments are likely to be minor in nature.)*

- The model generates electorate forecasts initially for borough wards:
 - The ONS housing stock figures are aggregated to borough ward level, to produce estimates of the number of residential properties as of 2010.
 - Housing database data on 2010-23 completions and forecasted future completions (net of demolitions/ other housing losses) are added to the 2010 housing stock estimates, to produce forecasts, at borough ward level, of the number of residential properties up to 2029.
 - Estimates are made, for each borough ward, of the electors per property ratio (the average number of electors per residential property) in recent years, using a combination of the Electoral Register data and the ONS/ housing database data on numbers of residential properties.
 - For the first year of the forecast period (2023), the assumed electors per property ratio for each borough ward is based on the average ratio for recent years, rather than basing it solely on the latest year's ratio (which could be unrepresentative). For 2024 onwards, it is assumed this ratio falls very slightly, which reflects Local Plan demographic modelling and Census evidence that household size and the average number of adults per residential property in Cheshire East tend to decline gradually over the long term.
 - Future changes in the number of electors are estimated by applying the projected electors per property ratios for each borough ward to the forecast (net) increase in that ward's residential dwelling stock. However, in the case of expected future developments of specialist housing for older people, where the ratio will be very different, a separate assumption is made (of one elector per property, or one per bedroom in the case of communal care establishments). For the same reason, a separate assumption is also made for houses in multiple occupation (HMOs).
 - The resulting electorate forecasts for borough wards are adjusted, to ensure they tally with the actual (Electoral Register) numbers of electors in each ward as of July 2023.

- The electorate forecasts for the borough wards are aggregated, to produce forecasts at Borough Council level.
- Forecasts are then generated for each polling district, by taking its mid-2023 number of electors from the Register and adding on the forecast increase in electors over the 2023-29 period. This increase is calculated by taking the forecast increase in the polling district's housing stock over the 2023-29 period and multiplying this by the projected (2029) electors per property ratio for the local borough ward (but again making different assumptions for older people's housing and HMOs, as noted above). The resulting forecasted numbers of electors for each borough ward's polling districts are then adjusted (constrained) so that they sum to the forecast number of electors for that borough ward. (The forecasting methodology takes account of the fact that some housing development sites span two or more polling districts and the model consequently estimates the proportion of those sites' housing that is expected in each polling district.)
- Forecasts for other electoral tiers are generated by aggregating the (constrained) polling district forecasts to parish ward, parish and parish council level.
- The resulting forecasts are checked against other demographic evidence (including ONS' latest subnational population projections (SNPPs) and other ONS population data) and alternative assumptions are tested (such as constraining the electoral forecasts to the SNPPs), to check they are robust and more credible than potential alternative methodologies.

This page is intentionally left blank

Appendix 2

CIPFA and other 'Nearest Neighbours' to Cheshire East

Cheshire East and English unitary authorities of similar size and socioeconomic character: a comparison of electoral arrangements

Shaded rows indicate those councils with a population that is within 20% of the Cheshire East total.

Bold font indicates those authorities identified by CIPFA modelling (<https://www.cipfa.org/services/cipfastats/nearest-neighbour-model>) as most comparable to Cheshire East.

Name	Population (from 2021 Census)	Local government electors as of Dec 2022	Current number of councillors	Ratio of electors to councillors	New number of councillors proposed or recommended by LGBCE, if applicable	New ratio, if applicable
Buckinghamshire	553,100	412,800	147	2,800	97	4,300
Central Bedfordshire	294,200	219,900	63	3,500	N/A	N/A
Cheshire East	398,800	310,600	82	3,800	N/A	N/A
Cheshire West and Chester	357,200	262,600	70	3,800	N/A	N/A
Cornwall	570,300	431,200	87	5,000	N/A	N/A

Dorset	379,600	297,500	82	3,600	N/A	N/A
Durham	522,100	390,300	126	3,100	98	4,000
East Riding of Yorkshire	342,200	270,100	67	4,000	N/A	N/A
North Northamptonshire	359,500	264,500	78	3,400	68	3,900
North Somerset	216,700	165,500	50	3,300	N/A	N/A
Northumberland	320,600	251,600	67	3,800	69	3,600
Shropshire	323,600	250,100	74	3,400	74	3,400
Solihull	216,200	160,800	51	3,200	N/A	N/A
South Gloucestershire	290,400	212,000	61	3,500	N/A	N/A
Stockport	294,800	222,800	63	3,500	N/A	N/A
West Northamptonshire	425,700	298,500	93	3,200	76	3,900
Wiltshire	510,400	382,700	98	3,900	N/A	N/A

Sources:

[1] List of comparable local authorities identified by CIPFA, LGBCE email to Cheshire East Council, 21st July 2023.

[2] 'Population and household estimates for England and Wales: Census 2021' (the first release of results from the 2021 Census of Population for England and Wales), Office for National Statistics (ONS), 28th June 2022. ONS licensed under the Open Government Licence.

[3] December 2022 local government elector data: 'Electoral statistics, UK, December 2022' data file from the Office for National Statistics' 'Electoral statistics for the UK' release, 20th April 2023:

<https://www.ons.gov.uk/peoplepopulationandcommunity/elections/electoralregistration/datasets/electoralstatisticsforuk>

[4] Councillor numbers: LGBCE electoral data spreadsheet file, downloaded on 14th April 2023 from

<https://www.lgbce.org.uk/electoral-data>

Notes:

[1] These authorities are ones that were either identified by CIPFA as being comparable to Cheshire East, or which met all the following criteria: English unitary authority; a substantial rural area/ rural population; population (as of 2021) at least half that of Cheshire East, but no more than 50% greater than that of Cheshire East.

[2] Ratios based on local government electorate as of December 2022.

[3] Entries in the final two columns applicable only where a review is currently underway or changes from a concluded review have yet to take effect. These two columns take account of LGBCE review proposals and decisions published up to the end of July 2023.

This page is intentionally left blank

OPEN

Electoral Review Sub-Committee

16 August 2023

**Cheshire East Council Electoral Review
Project Management Products**

Report of: Brown, Director of Governance and Compliance

Report Reference No: ER/2/23-24

All Cheshire East Council wards are affected

Purpose of Report

- 1 To seek approval from the Electoral Review Sub-Committee in respect of the project management products developed to date, in order to ensure that the Council's response to the Local Government Boundary Commission review of the Council's electoral arrangements will be successfully delivered.
- 2 In responding to the review, the Council will be fulfilling its Corporate Plan objective, to be "open" by providing strong community leadership and by working transparently with residents, businesses and partners, to deliver the Council's ambitions within the Borough.

Executive Summary

- 3 The Local Government Boundary Commission for England (the Commission) is an independent body set up by Parliament. Its main role is to carry out electoral reviews of local authorities throughout England. The Commission has informed the Council that it will undertake a review of the Council's electoral arrangements.
- 4 This report provides detail of the project management arrangements, process and timeline that are proposed in order for the Council to fulfil its responsibility as 'consultee' in the review and deliver appropriate submissions to the Commission in relation to Council Size and Warding Arrangements in the required timescales.

- 5 The recommendations of this report ask the Electoral Review Sub-Committee to consider the project management products that detail what will be required of the Council in response to the review and the timescales for the work in question.

RECOMMENDATIONS

The Electoral Review Sub-Committee is recommended to:

1. Note the following project management products which will guide the work of the officer Project Board:
 - a. the Governance Arrangements (Appendix A)
 - b. The Draft Product Initiation Document (Appendix B)
 - c. the Product Breakdown Structure (Appendix C)
 - d. the work in progress Project Plan (Appendix D)
2. Endorse the High-Level Timeline (Appendix E)
3. Authorise the Head of Democratic Services and Governance to make such adjustments to the project plan as he considers necessary as the review progresses.

Background

6. In order to ensure that an effective approach is taken to the delivery of the Council's response to the Commission's review, officers are adopting project management methodology. This worked well in respect of the delivery of the Community Governance Review of town and parish council governance.
7. Indeed, the officer Project Board for that project is still in place and has a membership comprising officers with all of the necessary skills and experience to deliver the Council's response to the Commission's review.
8. The Commission's Programme Manager has set out a timetable for the review, which identifies its different stages. This timetable has been taken into account in all of the project management products, which enable the Council to understand what is required of it and by when.
9. At key stages of the review, decisions will be required by the Sub-Committee and, in some cases, the Corporate Policy Committee. Dates for future meetings of these committees have therefore been considered in the project timeline, although in some instances these are indicative only at this stage and will be confirmed as soon as possible.

The Project Management Products:

10. The proposed project management structure is illustrated in Appendix A. It should be noted that the membership of the Project Board may flex as the project progresses through its different phases and if required a Working Group will be created. The Board will draw upon the necessary expertise from a range of services within the council including Democratic services, Research and Consultation, Legal, Strategic Planning, Communications, PMO, ICT and Policy and Change. The group meets regularly, currently on a monthly basis.
11. The proposed Product Initiation Document which defines the project in detail is illustrated in Appendix B.
12. The proposed Product Breakdown Structure is illustrated in Appendix C. This lists what will be delivered over the project's life cycle to successfully complete the project. Green boxes are what has been complete to date, orange is work that has begun, grey is yet to start.
13. The (work in progress) Project Plan is included in Appendix D for consideration. This will break down the milestones into deliverable tasks with dates enabling the project to be managed efficiently.
14. The proposed High-Level Timeline is illustrated in Appendix E. This illustrates the key milestones in the project, and potential dates for Sub-Committee and Corporate Policy meetings. Sub-Committee meeting dates can be retained in the diaries of members and officers but could be changed if not needed. Some meeting dates could possibly be used for informal meetings, if appropriate, or deleted if not needed. Ahead of any submission to the Commission, reports will be presented to the Sub-Committee for approval and for referral for decision to the Corporate Policy Committee where required.

Consultation and Engagement

- 15 It is not anticipated that the Council will undertake any consultation work on the review. The review is being led by the Commission, not the Council, and the Commission has a clearly identified programme of consultation as part of its Electoral Review Timetable, which is assumed to include relevant stakeholders.

Reasons for Recommendations

- 16 The recommendations of this report seek to ensure that the Council, and the Project Board, are best placed to respond to the Commission's review of the Council's electoral arrangements. The project management documents will enable the project to be managed effectively.
- 17 In responding to the review, the Council will be fulfilling its Corporate Plan objective, of being "open" by providing strong community leadership and by working transparently with residents, businesses and partners, to deliver the Council's ambitions within the Borough.

Other Options Considered

- 18 The Council could choose not to engage with the Commission's review, but this would be an unhelpful approach and would deprive the Council of the important opportunity to make submissions, and to influence its electoral arrangements which will apply from 2027.
- 19 Impact Assessment

Option	Impact	Risk
Do nothing (i.e., do not engage with the review)	The Council would be deprived of the important opportunity to make representations	The review would not secure the benefit of the Council's input as the key respondent. The resulting electoral review order, which will be implemented in 2027 would not be informed by the Council's views.

Implications and Comments

Monitoring Officer/Legal

- 20 The main piece of legislation governing the review is the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act). This consolidates and amends provisions previously contained in the Local Government Act 1972, the Local Government Act

1992 and the Local Government and Public Involvement in Health Act 2007.

- 21 Section 56 of the 2009 Act requires that the Commission carry out reviews ‘from time to time’, of every principal local authority in England and make recommendations about electoral arrangements (but not their external boundaries) (Period Electoral Reviews or PERs). In addition, the Commission can at any time review the arrangements for all or any parts of a principal local authority’s area if it appears to the Commission to be desirable.
- 22 Subsections 56(1) and (4) require the Commission to recommend whether a change should be made to the electoral arrangements for that area. Electoral arrangements include the total number of councillors to be elected to the council (known as ‘council size’); the number and boundaries of wards/divisions; the number of councillors to be elected for each ward/division; and the name of any ward/division.
- 23 In making its recommendations, Schedule 2 to the 2009 Act requires the Commission to have regard to—
- (a) the need to secure that the ratio of the number of local government electors to the number of members of the district council to be elected is, as nearly as possible, the same in every electoral area of the council,
 - (b) the need to reflect the identities and interests of local communities and in particular—
 - (i) the desirability of fixing boundaries which are and will remain easily identifiable, and
 - (ii) the desirability of fixing boundaries so as not to break any local ties,
 - (c) the need to secure effective and convenient local government,

Further information on the legal implications of the review can be found in the Commissions Technical Guidance

<https://www.lgbce.org.uk/sites/default/files/2023-03/technical-guidance-2021.pdf>

Section 151 Officer/Finance

- 24 There will be no impact on the council’s Medium-Term Financial Strategy. The proposal will be funded from within existing Democratic Services budgets, aided by internal officer resource contributions from various other departments, and it is not anticipated that any external spend will be required in order for the Council to respond to the review.

Policy

- 25 The key policy implication of this report is that, in responding to the review, the Council will be meeting one of its most fundamentally important objectives: providing strong community leadership and by working transparently with residents, businesses and partners, to deliver the Council's ambitions within the Borough. In doing so, the Council will be fulfilling the objective of empowering and caring about people within the Borough. The electoral representation of the Council is of key importance in this regard, as is the warding of the Council, both of which being important features of the Commission's review.

Equality, Diversity and Inclusion

- 26 Given that this report is a response to the Commission's review of the Council's electoral arrangements, and that it simply recommends the project management products to enable the council to make recommendations upon Council size and warding, there would appear to be no equality, diversity and inclusion implications.
- 27 However, in developing its recommendations, the Sub-Committee will be mindful of these important considerations. Undoubtedly, the Commission will be equally mindful of these matters when making its final recommendations on the Council's electoral arrangements.

Human Resources

- 28 There are no direct human resources implications.

Risk Management

- 29 Two risks have been identified in the Product Initiation Document but mitigating actions have been put in place which has reduced the likelihood of both risks.
- 30 A risk log has been compiled by the project board and is monitored on a regular basis. Copies are available on request.
- 31 The risks associated with any decision of the Council not to engage with the review are set out under paragraphs 10 and 11 above

Rural Communities

- 32 There are no direct implications arising from the recommendations of this report in respect of rural communities, however, there will be such implications as the work in response to the review gets underway. These will be addressed in future reports.

Children and Young People including Cared for Children, care leavers and Children with special educational needs and disabilities (SEND)

33 There are no such direct implications.

Public Health

- No direct public health implications arise from the recommendations of this report.

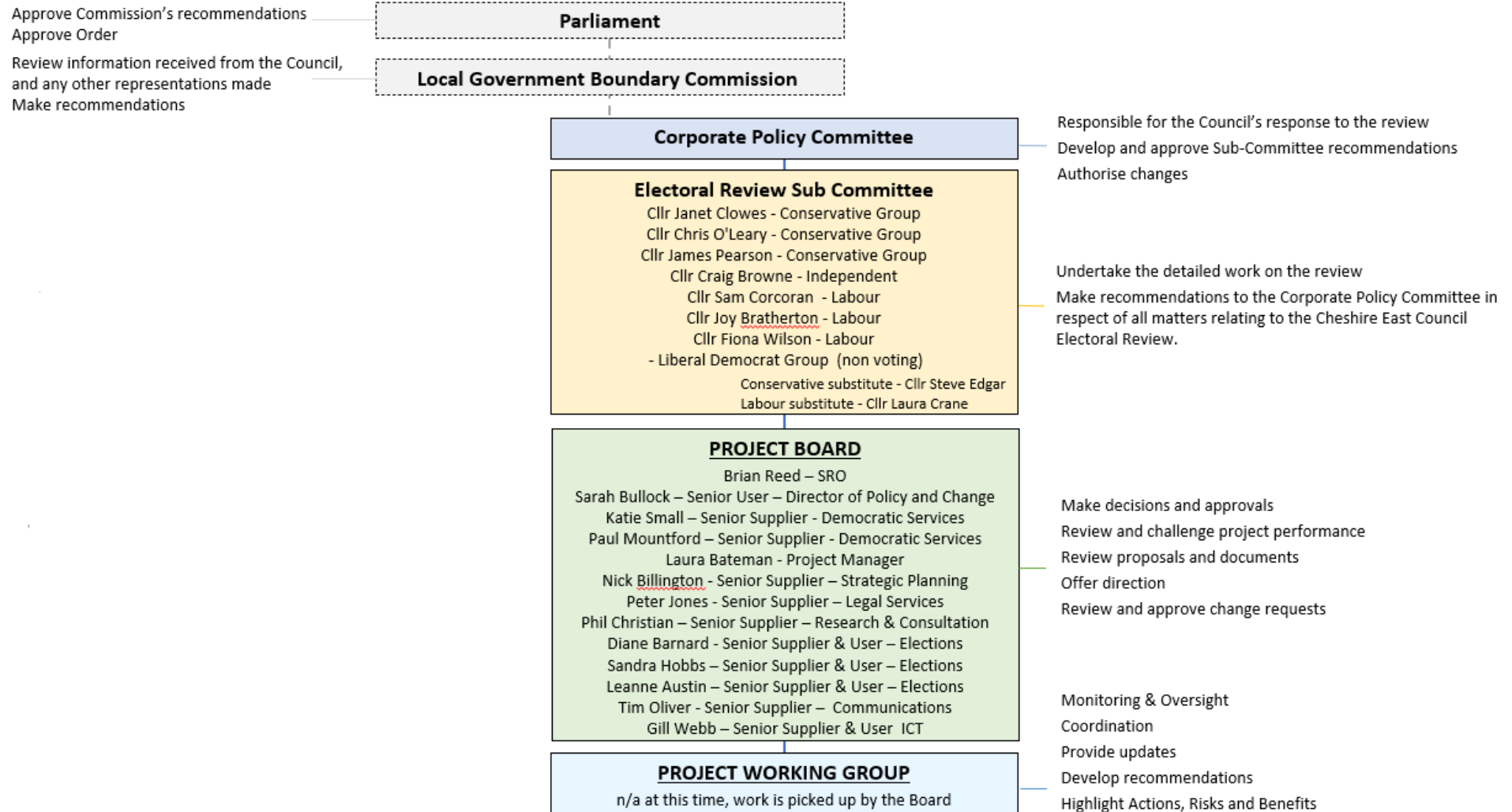
Climate Change

34 There are no direct climate change implications, which arise from the recommendations of this report.

Access to Information	
Contact Officer:	<p>Brian Reed, Head of Democratic Services and Governance</p> <p>Brian.reed@cheshireeast.gov.uk</p>
Appendices:	<p>Appendix A – Proposed Governance Arrangements</p> <p>Appendix B – Proposed Draft Product Initiation Document</p> <p>Appendix C – Proposed Product Breakdown Structure</p> <p>Appendix D – In progress Project Plan</p> <p>Appendix E – Proposed High Level Timeline</p>
Background Papers:	<p>Local Government Boundary Commission for England Electoral Review Timetable and website</p> <p>Cheshire East Council Electoral Review Report</p> <p>Reference No: CP/53/23-24</p>

This page is intentionally left blank

Appendix A - Proposed Governance Arrangements



Appendix B - Proposed Product Initiation Document

DRAFT PROJECT INITIATION DOCUMENTATION (PID)

Completed By:	Laura Bateman	Project Name	Electoral Review
Programme Name:	N/A	Member Interests:	Corporate Policy Committee Electoral Review Sub Committee All Members
Directorates:	Corporate - Governance & Compliance	Services:	Democratic Services
Senior Responsible Owner (SRO):	Brian Reed	Project Manager:	Laura Bateman

VERSION: 0.1**Purpose & Vision:**

The Local Government Boundary Commission for England is an independent body set up by Parliament. Its main role is to carry out electoral reviews of local authorities throughout England.

The Commission has informed the Council that it will undertake a review of the Council's electoral arrangements. This could result in the number of our councillors or ward boundaries changing.

What is an electoral review?

An electoral review will examine and propose the following new electoral arrangements for the Council:

- How many councillors the Council should have.
- How many Council wards there should be, where their boundaries should be, and what the wards should be called.

- How many councillors should represent each ward.

Why are Cheshire East Council's electoral arrangements being reviewed?

The Commission decided to conduct the review because the Council now meets both of its intervention criteria:

- a) One ward has an electors-per-councillor ratio that is more than 30% different from the average for the authority
- b) More than 30% (17) of all (52) wards have a ratio that is more than 10% different from the average for the authority

The purpose of an electoral review is to ensure that:

- The Council's wards are in the best possible places to help the Council carry out its responsibilities effectively.
- New wards leave each councillor representing roughly the same number of voters as other councillors elsewhere in the authority.
- New wards, as far as possible, reflect community interests and identities, and boundaries are identifiable. Transport links will be considered, as well as community groups and facilities, natural or physical boundaries, parishes and shared interests.
- New wards promote effective and convenient local government. The number of councillors will take into account the geographic size of, and the links between, parts of wards.

To ensure the Council is best placed to respond to the Commission's review of the Council's electoral arrangements an officer project board has been appointed to deal with all aspects of the review, with key board members being drawn from that which successfully coordinated the Community Governance Review of Town and Parish Council Governance.

On 11th July 2023, the Corporate Policy Committee, which is responsible for the Council's response to the review, approved the appointment of a Sub-Committee which will make recommendations to the Corporate Policy Committee in respect of the Local Government Boundary Commission's forthcoming review of the Council's electoral arrangements.

In responding to the review, the Council will be fulfilling its Corporate Plan objective, to be "open", by providing strong community leadership and by working transparently with residents, businesses and partners, to deliver the Council's ambitions within the Borough.

SCOPE:**Key stages in the process**

To include all elements set out in the Product Breakdown Structure.

In scope:

The Commission's Programme Manager has set out a timetable for the review, which identifies its different stages. This timetable is set out in the Key Milestones below, and outlines the key dates and activities for both the Council (shown in bold) and the Commission during the review process. It will be of key importance in terms of the Council's understanding of what will be required of it. There are 4 parts to the review:

1 - Preliminary Period – this includes:

- Meetings between the Commission, councillors, officers and group leaders. Where it considers it appropriate to do so, the Commission may meet with parish and town councils
- Collating the required Electoral Forecasts and other data and documents in line with the guidance in the Commission's Information Request Pack, which sets out exactly what information it requires from the Council. (Legislation states that the Commission's recommendations should not be based only on how many electors there are now, but also on how many there are likely to be in the five years after the publication of its final recommendations)
- Community Engagement – The Boundary Commission are responsible for the Consultations and the Communications that go with it and have their own communications plan. The Council will provide the Commission with a Stakeholder database ahead of the Consultations to enable them to reach as many people as possible. When communications do start, the Council can use the Boundaries publications and materials to support the promotion of the consultations.

2 - Council Size Submission - The Commission will decide how many councillors should be elected to the Council in the future. This decision will be based on information received from the Council, and any other representations made. The Commission's view on Council size will be informed by:

- The governance arrangements of the Council
- The Council's scrutiny functions
- The representational role of Councillors
- Future trends and plans for the Council
- Its geography, community characteristics, demographic pressures and any other relevant constraints, challenges, issues or changes

The Commission anticipates that submissions will be 15-20 pages in the form of set templates/guidance provided. Best practice examples from authorities which the Commission identifies as comparable to Cheshire East have been shared.

3 - Warding Patterns Proposal – The Boundary Commission (not the Council) will run a consultation on warding patterns, following which, draft recommendations will be made upon the Council's electoral arrangements. Further consultation on the draft recommendations will follow. The Commission's review process might take 12-18 months to conclude, when its final recommendations will be published. The Commission have shared guidance on how to propose a pattern of wards and best practice examples, helping the Council to make the strongest possible case to the Commission.

4 – Order - Once finalised, the Commission's recommendations must be approved by Parliament. The legal document which brings into force the Commission's recommendations is a draft order, which will be laid before Parliament.

Once Parliamentary approval has been granted, the new electoral arrangements would be expected to come into force at the next scheduled local elections. In the Council's case, this would be in May 2027

Appointment from Corporate Policy Committee of a Sub-Committee - This would ensure that the Council is best placed to respond to the Commission's review of the Council's electoral arrangements. The Corporate Policy Committee is responsible for the Council's response to the review, and a Sub-Committee of the Committee would be best placed to undertake the detailed work on the review before making recommendations to the Committee. The Electoral Review Sub-Committee would make recommendations to the Corporate Policy Committee in respect of all matters relating to the Cheshire East Council Electoral Review in order for the Committee to determine the Council's response to the review.

Out of Scope:

It is not anticipated that the Council will undertake any consultation work on the review. The review is being led by the Commission, not the Council, and the Commission has a clearly identified programme of consultation as part of its Electoral Review timetable, which is assumed to include relevant stakeholders.

Anything not specifically required and essential to deliver the points raised above, to be determined as part of the scheduling of works (Product Flow Diagram and Project Plan).

BUSINESS CASE:		
There will be no impact on the council's Medium-Term Financial Strategy. The proposal will be funded from within existing Democratic Services budgets, aided by internal officer resource contributions from various other departments, and it is not anticipated that any external spend will be required in order for the Council to respond to the review.		
Key milestones (inc Member Decisions) (An end-to-end project plan is being developed)	Due date:	Delivery leads
Preliminary Period		
Preliminary Meeting	Complete	LGBCE / Brian Reed
Officer, Group Leader and Full Council Briefing	July - September 2023	LGBCE / Laura Bateman / Leanne Moore
Sub-Committee approved	11/07/2023	Brian Reed
Information Request Pack data collated (Electorate, Housing Development, Polling District, Parish, Legal Changes and Notices and Community Engagement)	Early Oct 2023	Nick Billington (with support from others)
Approval of agreed (TBC) Information Request Pack items – Sub-Committee	Oct 2023	Electoral Review Sub Committee
Approval of agreed (TBC) Information Request Pack items - Corporate Policy Committee	Early Nov 2023	Corporate Policy Committee
Submission of Commission's Information Request Pack	11/12/2023	Nick Billington
Parish/Town Council & Local Groups Briefing	January 2024	LGBCE

Council Size		
First meeting with Sub-Committee	16/08/2023	Brian Reed / Katie Small
Develop DRAFT council size proposal	Early Oct 2023	Nick Billington (with support from others)
Approval of DRAFT council size proposal – Sub-Committee	Oct 2023	Electoral Review Sub Committee
Approval of DRAFT Council size proposal – Corporate Policy Committee	Early Nov 2023	Corporate Policy Committee
Submission of Council Size DRAFT proposals to LGBCE	13/11/2023	Brian Reed / Nick Billington
Finalise Council Size proposal	November 2023	Nick Billington (with support from others)
Approval of Council Size proposal – Sub-Committee	November 2023	Electoral Review Sub Committee
Approval of Council Size proposal – Corporate Policy Committee	30/11/2023	Corporate Policy Committee
Submission of Council Size proposals	11/12/2023	Brian Reed/Nick Billington
Warding Patterns		
Consultation on Warding Patterns	23/01/2024 – 01/04/2024	LGBCE
Develop Warding Patterns proposal	23/01/2024 – 01/04/2024	Nick Billington (with support from others)
Approval of Warding Patterns proposal – Sub-Committee	Early March 2024	Electoral Review Sub Committee

Approval of Warding Patterns proposal – Corporate Policy Committee	21/03/2024	Corporate Policy Committee
Submission of Warding Patterns proposals to LGBCE	01/04/2024	Brian Reed/Nick Billington
Consultation on Draft Recommendations	30/07/2024 – 07/10/2024	LGBCE
Review Draft Recommendations, develop response	30/07/2024 – 07/10/2024	Nick Billington (with support from others)
Draft recommendations response approved – Sub-Committee	September 2024	Electoral Review Sub Committee
Draft recommendations response approved – Corporate Policy Committee	September 2024	Corporate Policy Committee
Draft recommendations response submitted to LGBCE	07/10/2024	Brian Reed/Nick Billington
Final Recommendations Published	January 2025	LGBCE
Order		
Order made	Spring 2025	LGBCE
Implementation	2027	Board members
EQUALITY IMPACT ASSESSMENT (EIA):		
In developing its recommendations upon Council size and warding, the Sub-Committee will be mindful of equality, diversity and inclusion considerations. Undoubtedly, the Commission will be equally mindful of these matters when making its final recommendations on the Council's electoral arrangements.		
COMMUNICATION REQUIREMENTS:		
Communications objectives / outcomes:		
The communications plan is the responsibility of the Commission throughout the review and consultation process.		

There is no communication plan required from the Council on this however the Council is expected to and will support the Commission in publicising the review and encouraging participation.

The Council will also provide the Boundary Commission with a Stakeholder Database by 11th December to enable them to reach as many people as possible

Objectives:

The objectives of communications activity are to:

- Inform stakeholders, local groups and members of the public that a review is taking place.
- Encourage local participation in the review, especially during phases of public consultation.
- Make it as easy as possible for groups and individuals to engage with the review and provide high quality submissions.

Audiences:

The Commission's communications are aimed at three broad audiences:

- The council – elected members, staff, local political parties (including MPs).
- Local organisations – parishes (if any), residents' groups and other local organisations with an emphasis on groups that will enable us to meet our responsibilities under the Equalities Act.
- Members of the public.

Channels

The Commission aims to channel review participants primarily to its online presence. In particular, its website (www.lgbce.org.uk) is designed to illustrate recommendations and support feedback. However, given the breadth of potential audiences who might take part in the review, the Commission uses a selection of channels:

- Corporate website
- Press statements
- Social media
- Briefings and guidance documentation
- Reports and hard copy mapping
- Posters
- Direct correspondence

The Commission accepts incoming representations to consultations through website, email and post.

Additional Council Communications may want to be made when certain decisions have been made.

LGBCE COMMUNICATIONS:

Date	Stakeholder	Who	What
11/12/2023	LGBCE	Phil Christian/Laura Bateman	Provide Stakeholder Database to LGBCE
23/01/2024 – 01/04/2024	The Council Local organisations Members of the public	LGBCE	Consultation on Warding Patterns
30/07/2024 – 07/10/2024	The Council Local organisations Members of the public	LGBCE	Consultation on Draft Recommendations
January 2025	The Council Local organisations Members of the public	LGBCE	Final Recommendations Published

GOVERNANCE:

Reporting frequency	Reporting at meetings: <ul style="list-style-type: none"> • Monthly Project Board • Weekly meet – PM and SRO
Key support groups (Steering groups etc)	<ul style="list-style-type: none"> • Monthly Project Board • Electoral Review Sub-Committee • Corporate Policy Committee

RISKS: (scored after mitigating actions in place)

Risk	Mitigating actions	Impact (1-4)	Likelihood (1-4)
Input of latest housing development data into the electoral forecasting model takes more time than expected and therefore limits the time available for officers to contribute to the council size submission and to the information required as part of the Commission's Information Request Pack.	Limit the input and modelling of the recent housing development data to those housing data records that have already been subjected to a thorough quality assurance process by housing monitoring officers, to save time on data cleaning and preparation and to ensure greater accuracy for the electorate forecasts.	2	1
Officer capacity for completing the electoral forecasting work is constrained, due to unforeseen circumstances, such as other urgent project commitments.	Detailed forecasting methodology report and the forecasting model itself shared with key members of the project team, so that the forecasting approach can be readily understood and any remaining stages of the forecasting work completed by those with relevant expertise.	4	1

ROLES & RESPONSIBILITIES:

<i>Project Board</i>	<i>Role</i>
Brian Reed	SRO
Sarah Bullock	Senior User – Director of Policy and Change
Katie Small	Senior Supplier - Democratic Services
Paul Mountford	Senior Supplier – Democratic Services
Laura Bateman	Senior Project Officer & Project Manager
Nick Billington	Senior Supplier – Strategic Planning
Peter Jones	Senior Supplier – Legal Services
Phil Christian	Senior Supplier - Research & Consultation
Diane Barnard	Senior Supplier & User – Electoral Services

Leanne Austin	Senior Supplier & User – Electoral Services
Sandra Hobbs	Senior Supplier & User – Electoral Services
Tim Oliver	Senior Supplier – Communications
Gill Webb	Senior Supplier & User - ICT
<i>Project Working Group(s) - To be involved as required</i>	
<i>Not required at this time</i>	

Approved by Sponsor

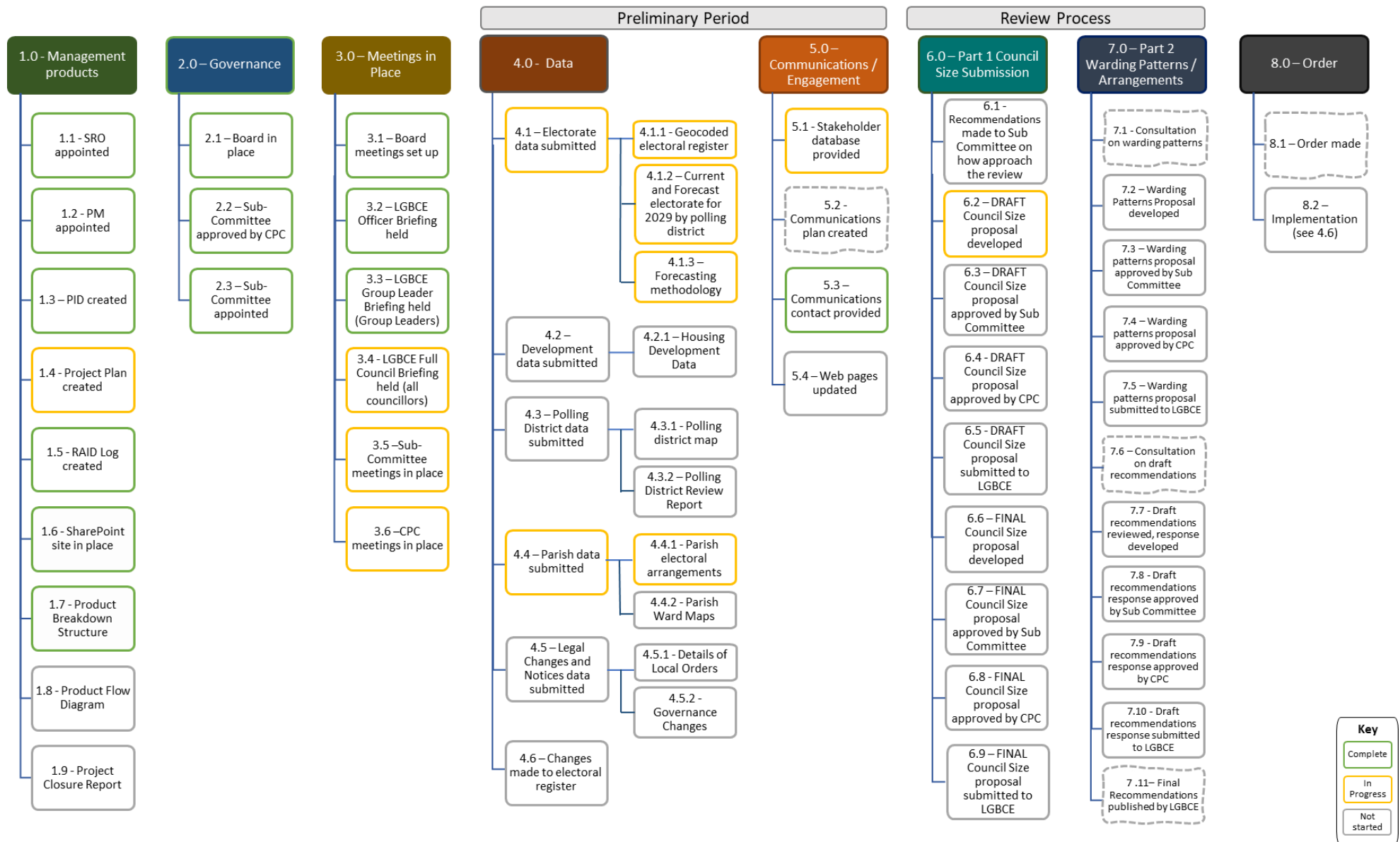
NameDavid Brown..... Date

Approved by SRO

NameBrian Reed..... Date

This page is intentionally left blank

Appendix C – Proposed Product Breakdown Structure



Appendix D – In progress High Level Project Plan

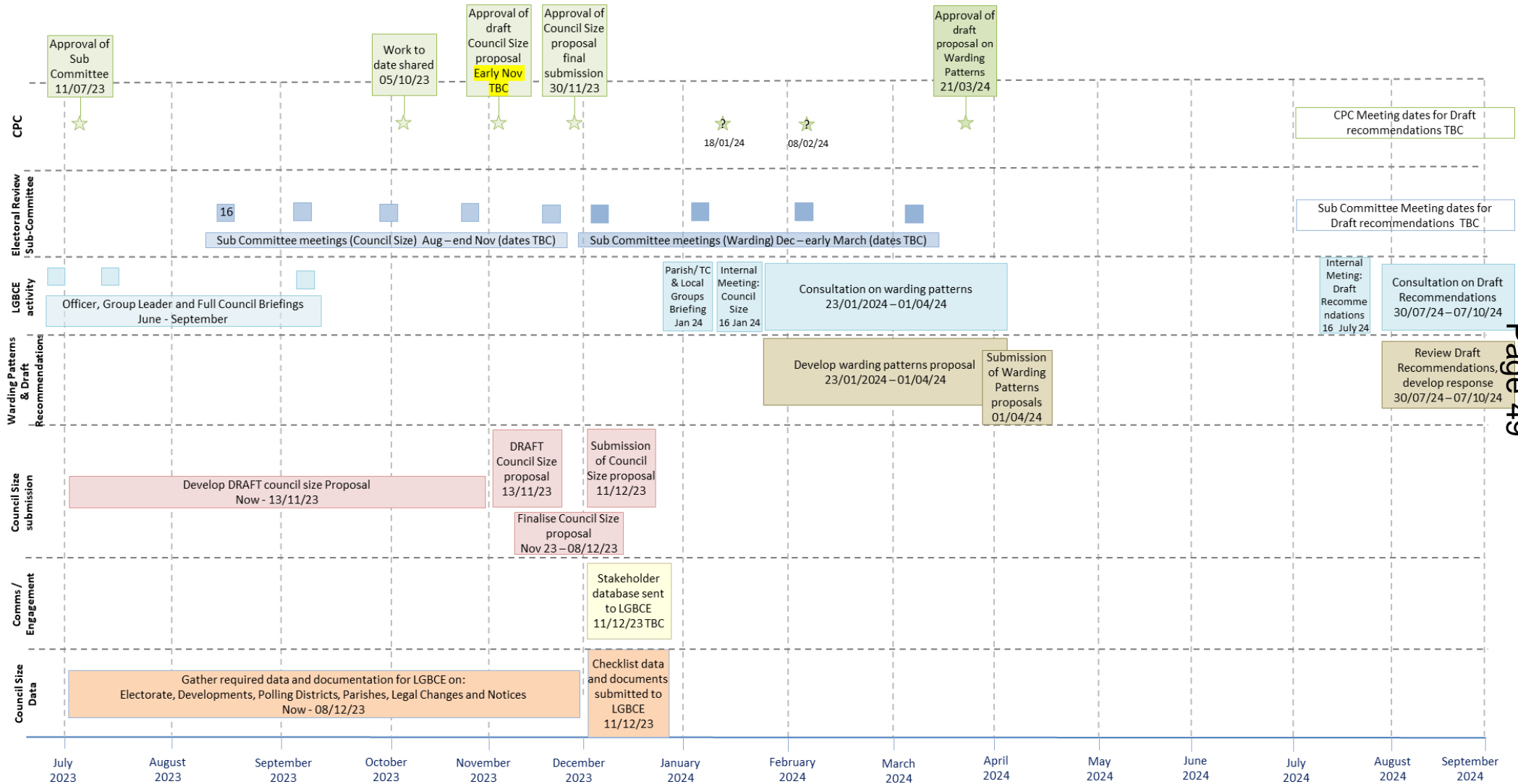
Task	End date
Meetings in Place	
Board Meetings	
Board in place	19/06/2023
Board meetings set up	19/06/2023
LGBCE Meetings	
LGBCE Officer Briefing held	28/06/2023
LGBCE Group Leader Briefing held	17/07/2023
LGBCE Briefing for all members held	Sep-23
Parish/ TC & Local Groups Briefing (LGBCE only)	Jan-24
CLT Dates and deadlines	
For Corporate Policy Committee – 5th October	
Meeting 1 Report submitted	31/08/2023
Meeting 1	06/09/2023
Meeting 2 Report submitted	14/09/2023
Meeting 2	20/09/2023
For Corporate Special Meeting (to be agreed) – early November	
Meeting 1 Report submitted	TBC
Meeting 1	TBC
Meeting 2 Report submitted	TBC
Meeting 2	TBC
For Corporate Policy Committee – 30th November	
Meeting 1 Report submitted	26/10/2023
Meeting 1	01/11/2023
Meeting 2 Report submitted	09/11/2023
Meeting 2	15/11/2023
CLT dates identified for Warding Patterns activity	Aug/Sept 2023
CLT dates identified for Draft Recommendations activity	Aug/Sept 2023
Sub-Committee Meetings	
Sub-committee approved	11/07/2023
Sub-committee appointed	21/07/2023
Sub-committee dates scheduled for Council Size activity	Aug-23
Report(s) Submitted for Council Size meeting 1	07/08/2023
Sub-Committee Council Size meeting 1	16/08/2023
Report(s) Submitted for Council Size meeting 2	TBC
Sub-Committee Council Size meeting 2	TBC
Report(s) Submitted for Council Size meeting 3	TBC
Sub-Committee Council Size meeting 3	TBC
Report(s) Submitted for Council Size meeting 4	TBC
Sub-Committee Council Size meeting 4	TBC
Report(s) Submitted for Council Size meeting 5	TBC
Sub-Committee Council Size meeting 5	TBC
Sub-Committee dates scheduled for Warding Patterns activity	Aug/Sept 2023
Sub-Committee dates scheduled for Draft Recommendations activity	Aug/Sept 2023

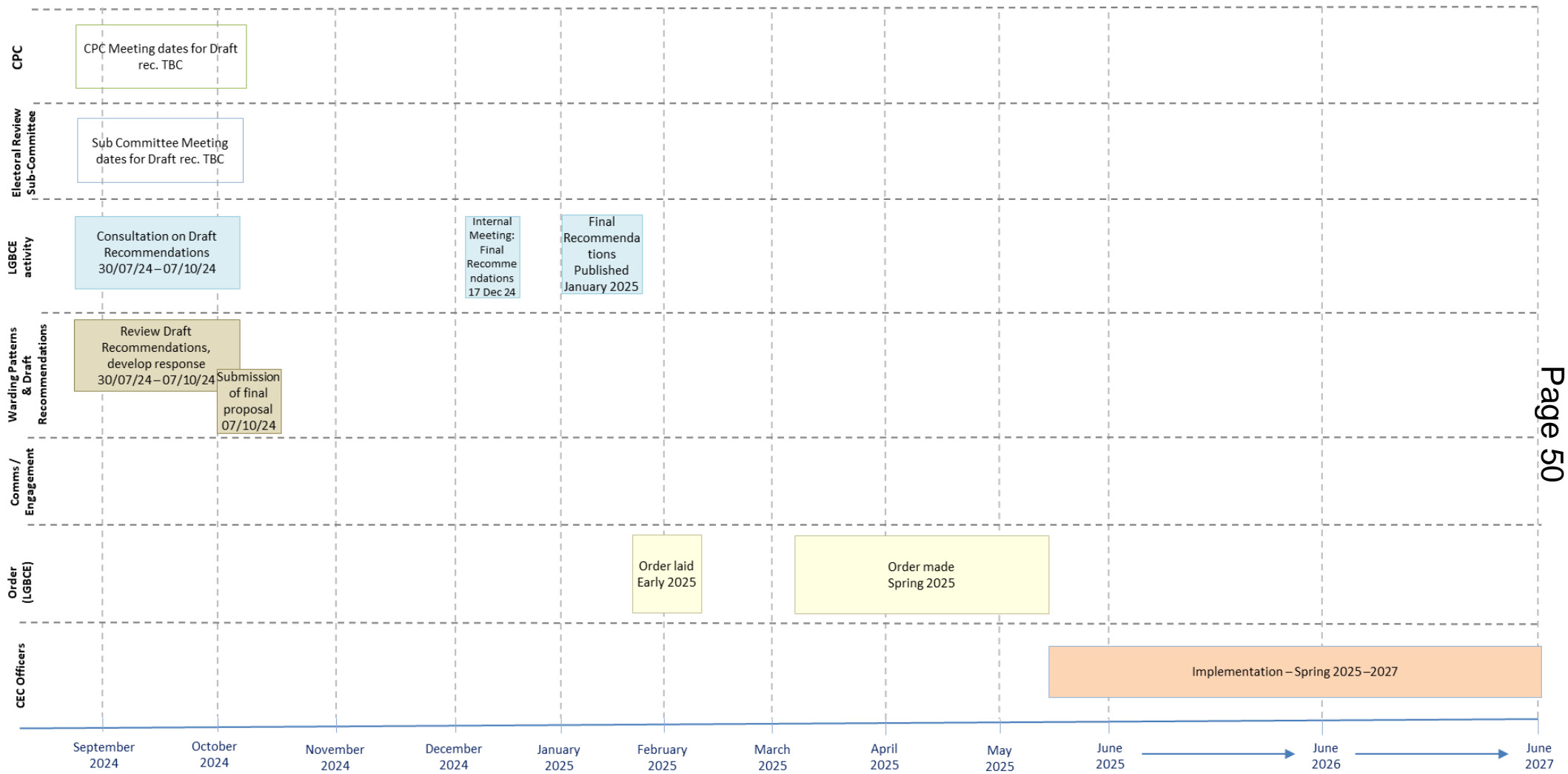
Corporate Policy Committee Meetings	
Corporate Policy Committee dates identified for Council Size activity	13/07/2023
Special Meeting for approval of draft Council Size proposal agreed	Aug-23
Report submission dates for special meeting identified	Aug-23
Special Meeting for approval of draft Council Size proposal scheduled	Aug-23
Report(s) Submitted for Council Size meeting 1 (5th Oct)	25/09/2023
Meeting 1 - Council Size work to date shared	05/10/2023
Report(s) Submitted for Council Size meeting 2 Special meeting (early Nov)	TBC
Meeting 2 - Special Meeting - Approval of draft Council Size proposal	Early Nov 23
Report(s) Submitted for Council Size meeting 3 (30th Nov)	20/11/2023
Meeting 3 - Approval of Council Size proposal final submission	30/11/2023
CPC dates identified for Warding Patterns activity	Aug/Sept 2023
CPC dates identified for Draft Recommendations activity	Aug/Sept 2023
Data requirements	
Agree data items from Commission's Information Request Pack to be approved by Sub-Committee and CPC	Aug-23
Electorate data for Information Request Pack collated	
Geocoded electoral register	30/09/2023*
Current and Forecast electorate for 2029 by polling district	30/09/2023*
Forecasting methodology	30/09/2023*
Development data for Information Request Pack collated	
Housing Development Data	30/09/2023*
Polling District data for Information Request Pack collated	
Polling district map	30/09/2023*
Polling District Review Report	30/09/2023*
Parish data for Information Request Pack collated	
Parish electoral arrangements	30/09/2023*
Parish Ward Maps	30/09/2023*
Legal Changes and Notices data for Information Request Pack collated	
Details of Local Orders	30/09/2023*
Governance Changes	30/09/2023*
Approval	
Information Request Pack data finalised	Early Oct 2023
Agreed data approved by Sub-Committee	Oct-23
Agreed data approved by CPC	Early Nov 23
Submission of Commission's Information Request Pack	11/12/2023
Changes made to electoral register	
TBC	2027
Communications / Engagement	
CEC Communications Plan to support Commission comms created	28/07/2023
Stakeholder database for Information Request Pack collated	30/09/2023*
Communications plan for Information Request Pack read, CEC actions noted	30/09/2023*
Communications contact for Information Request Pack collated	30/09/2023*
Information Request Pack Communications / Engagement data finalised	Early Oct 2023
Agreed Communications / Engagement items approved by Sub-Committee (if required)	Oct-23

Agreed Communications / Engagement items approved by CPC (if required)	Early Nov 23
Submission of information in Commission's Information Request Pack	11/12/2023
Web pages updated	TBC
Part 1 Council Size Submission	
Recommendations made to Sub-Committee on how approach the review	16/08/2023
DRAFT Council Size proposal developed	Oct-23
Areas of submission identified, agree how to gather information	Aug-23
DRAFT Council Size proposal proof read	Oct-23
Provision and analysis of data from local surveys and consultations	Oct-23
About You	Oct-23
The Context for your proposal	Oct-23
Local Authority Profile	Oct-23
Council Size: Strategic Leadership	Oct-23
Council Size: Accountability	Oct-23
Council Size: Community Leadership	Oct-23
Other Issues	Oct-23
Summary	Oct-23
Supporting statistical appendices (if needed)	Oct-23
DRAFT Council Size proposal work to date shared with CLT	06/09/2023 20/09/2023
DRAFT Council Size proposal work to date shared with Sub Committee	TBC
DRAFT Council Size proposal work to date shared with CPC	05/10/2023
DRAFT Council Size proposal - CLT	TBC
DRAFT Council Size proposal approved by Sub-Committee	Oct-23
DRAFT Council Size proposal approved by CPC at Special Meeting	TBC - Early Nov
DRAFT Council Size proposal submitted to LGBCE	13/11/2023
FINAL Council Size proposal developed	Nov-23
FINAL Council Size proposal - CLT	01/11/2023 15/11/2023
FINAL Council Size proposal approved by Sub-Committee	Nov-23
FINAL Council Size proposal approved by CPC	30/11/2023
FINAL Council Size proposal submitted to LGBCE	11/12/2023
Part 2 Warding Patterns / Arrangements	
Consultation on warding patterns	01/04/2024
Warding Patterns Proposal developed	01/04/2024
Warding patterns proposal approved by Sub-Committee	Early March 2024
Warding patterns proposal approved by CPC	21/03/2024
Warding patterns proposal submitted to LGBCE	01/04/2024
Consultation on draft recommendations	07/10/2024
Draft recommendations reviewed; response developed	07/10/2024
Draft recommendations response approved by Sub-Committee	Sep-24
Draft recommendations response approved by CPC	Sep-24
Draft recommendations response submitted to LGBCE	07/10/2024
Final Recommendations published by LGBCE	Jan-25
Order	Spring 2025
Implementation	2027

*30/09/2023 if to be approved by Sub-Committee and CPC, otherwise 13/12/2023

Appendix E – Proposed High Level Timeline





Item of Business	Date of Meeting	Comment
Part 1 - Council Size		
Diary slots for Sub-Committee meetings (Council Size)	16 th August 2023	Formal/Informal Sub Committee meetings end Aug – end Nov dates TBC
Appointment of chair and vice chair	16 th August 2023	
Covering Report	16 th August 2023	Scene setting report. Includes Council Size Submission requirements and the CPC Report, appended to the above report, via a link
Housekeeping business	16 th August 2023	
Frequency of meetings	16 th August 2023	Potentially meet 5 times between the first meeting and the formal meeting which is to finalise the draft submission to secure decisions or direction. Can vacate meetings where needed. Formality of meetings - face to face in Sandbach. Informal could be via Teams
Work programme	16 th August 2023	
How to approach the review	16 th August 2023	
Project Management Products Report	16 th August 2023	Draft Product Initiation Document, High Level Timeline, Product Breakdown Structure, Project Plan
Provide direction on Council size work	All Sub-Committee meetings – Dates TBC	
Make decisions on Council size work	All Sub-Committee meetings – Dates TBC	
Reporting back of minutes to CPC and clarity on questions being asked by members	05/10/2023 Early Nov 2023 30/11/2023	
Sub-Committee Endorsement for the draft council size submission - initial information	TBC	Member endorsement for the draft council size submission as an evolving document. Draft submission to be taken to the Sub-Committee for initial information, then be brought back for interim approval, with further added information, and again, prior to final recommendation to the Corporate Policy Committee.
Sub-Committee Endorsement for the draft council size submission - initial information - interim approval	TBC	

Potential Meeting of the CPC to share the draft council size submission work to date	05/10/2023	
Meeting of the Sub-Committee to sign-off the draft council size submission, before the 13 th November deadline	Late October 2023	
Special Meeting of the CPC to sign-off the draft council size submission, before the 13 th November deadline	Early November 2023	The CPC needs to sign-off the draft council size submission to be made by 13 th November and final submission 11 th December. The existing calendar of meeting dates mean that CPC would have to sign-off the draft submission on 5 October which is too soon. A bespoke meeting of CPC is needed very early in November.
Submission of Council Size DRAFT proposals to LGBCE	13/11/2023	
Meeting of the Sub-Committee to sign-off the final submission on Council size, before the 11 th December deadline	Mid November 2023	Meeting to sign-off the final submission, should this be needed, following feedback on the draft submission from the Commission.
Meeting of the CPC to sign-off the final submission on Council size, before the 11 th December deadline	30/11/2023	Meeting to sign-off the final submission, should this be needed, following feedback on the draft submission from the Commission.
Submission of Council Size proposals to LGBCE	11/12/2023	
Part 2 - Warding Patterns		
Diary slots for Sub-Committee meetings (Warding Patterns)		4 x Sub Committee meetings Dec – early March
Consultation on warding patterns		23/01/2024 – 01/04/24
Provide direction on Warding Patterns work	All Sub-Committee meetings – Dates TBC	
Make decisions on Warding Patterns work	All Sub-Committee meetings – Dates TBC	
Reporting back of minutes to CPC and clarity on questions being asked by members	18/01/2024 08/02/2024 21/03/2024 TBC	
Meeting of the CPC to share draft submission Warding Patterns work to date	18/01/2024 / 08/02/2024	

Meeting of the Sub-Committee to sign-off the draft proposal on Warding Patterns, before the 1 st April deadline	Early March 2024	
Meeting of the CPC to sign-off the draft proposal on Warding Patterns, before the 1 st April deadline	21/03/2024	
Submission of Warding Patterns proposals to LGBCE	01/04/2024	
Consultation on Draft Recommendations		30/07/2024 – 07/10/2024
Review LGBCE Draft Recommendations, develop response		30/07/2024 – 07/10/2024
Meeting of the Sub-Committee to sign-off the draft recommendations response, before the 7 th October deadline	TBC	
Meeting of the CPC to sign-off the draft recommendations response, before 7 th October deadline	TBC	
Draft recommendations response submitted to LGBCE	07/10/2024	
Final Recommendations published by LGBCE		January 2025
Council Implementation		Spring 2025 –2027

Note: proposed dates of future meetings of the Sub-Committee will be circulated at the meeting.

This page is intentionally left blank