

**Local Government Boundary Commission Officer Steering Group Meeting
Notes of the meeting held on Tuesday 22 March 2016**

Present: Sean McGonigle (Chair), Emma Burnett, Kate Brown, Andrew McWilliam, Elisa Bullen, Gill Wood, Jennifer Green, Nicola Fernley, Stephen Hollard, Kate Hind

Apologies: Donald Connolly, Nicholas Cole, Sarah Henry, Liz Mitchell

Key Activity Required (as listed within minutes)

Action	Responsible
Data governance and elections to meet to look further at information display and options around boundaries in relation to population, demographics, electorate and polling districts	Emma Burnett Kate Brown Sean McGonigle
Draft information and proposed conduct of survey of members workloads to be provided to be passed on to Cllr. Murphy	Nicola Fernley Jennifer Green
Information on technical assumptions in relation to population to be brought forward in report and a narrative provided for clearer understanding	Elisa Bullen
Maps on population are to be completed to be considered for inclusion in report	Elisa Bullen
Minimum information requirements to be collated for inclusion in submission and forwarded to Andrew McWilliam.	Kate Hind Carol Whelwell Donald Connolly
Paper to be produced for members to explain the general approach to consultation in light of guidance and restrictions of the boundary commission.	Jennifer Green
Further meetings of the group to be scheduled to correspond with timeline of events <ul style="list-style-type: none"> • 6-8 April: Consideration of draft • After 19 April extended member working group meeting and before 6 May submission deadline 	Emma Burnett

Notes of Meeting

1. Actions from previous meeting

- 1.1 Electorate projection submission for Sheffield City Council has been obtained as an action from the last meeting and circulated to the group.
- 1.2 Jennifer Green has made contact with Sheffield in relation to the comms and consultation strategy and is awaiting the information. Newcastle are also currently going through the process and contact has also been made with them on the issue.
- 1.3 Meeting to take place Wednesday 23 March between data governance and elections to look at options for wards based on population, electorate and polling districts.

2. Next steps on population projections work (Elisa Bullen)

- 2.1 Work is currently ongoing to provide population projections with projections for the residential pipeline based on population growth, the residential pipeline by polling district, land capacity and assembly unit. This work is to be completed with an update provided by 23 March.
- 2.2 Kate Brown requested that the information on the technical assumptions be brought forward and displayed earlier in the report, with further narrative on development to build a better picture for both members and the Boundary Commission.
- 3. **Update on progress of gathering/collating minimum information requirements and Council size submission – identification of gaps and further information required (Andrew McWilliam)**
 - 3.1 Work has progressed and information has been received in order to complete the background section of the submission with information from PRI on population and historic demographic trends received. Further information is being provided by Carol Whewell, Donald Connolly and Kate Hind on minimum information requirements. PCS reports have been provided to Nicholas Cole and his team.
 - 3.2 Cllr. Murphy has requested a survey to be conducted on members to discover more information around workloads. It was noted that Sheffield has compiled information and analysis on this and have published the findings of the survey.
- 4. **Approach to collecting information regarding Members' work commitments (Nicola Fernley/Emma Burnett)**
 - 4.1 Information compiled by Sheffield City Council could be used as a template for a steer for how to collect this information. Jennifer Green has offered support from comms in order to develop an online survey or other forms of information retrieval.
 - 4.2 Nicola Fernley to lead on providing a template of survey questions and the approach to conduct including timescale and identification of targeted sample or random sampling considerations. This information is to be shared with Cllr. Murphy for a view.
- 5 **Comms Update**
 - 5.1 Guidance on consultation and engagement from the LGBC appears to be strict in terms of influence from Manchester City Council. Jennifer Green is due to meet with the LGBC 23 March with regards to MCC's influence and parameters.
 - 5.2 A paper is to be produced for members following the meeting to explain the general approach in light of limitations set by the boundary commission in terms of consultation and engagement on the topic.
 - 5.3 Stakeholders list has been shared with the group and viewed to be extensive. The group agreed that it would be too large and have agreed that it should be streamlined by Jennifer Green and shared with Sean McGonigle before submission to LGBC.
- 6 **Project plan review**
 - 6.1 The project plan has been updated and will be circulated to the group. Further meeting requests will be forwarded to the group to consider the draft (6-8 April & between 19 April-6 May).

7 Next Steps & AOB

7.1 Elisa Bullen is to complete maps and share to be considered for inclusion in the submission.

8 Next Meeting: Friday 8 April, 2-3pm, Room 2011 (Committee Room 8) THX

**Local Government Boundary Commission Officer Steering Group Meeting
Notes of the meeting held on Friday 8 April 2016**

Present: Sean McGonigle (Chair), Emma Burnett, Kate Brown, Andrew McWilliam, Elisa Bullen, Donald Connolly, Jennifer Green, Nicola Fernley, Stephen Hollard, Kate Hind

Apologies: Nicholas Cole, Sarah Henry, Liz Mitchell, Patricia Wilkinson, John Bradley, Gill Wood

Key Activity Required (as listed within minutes)

Action	Responsible
Models to be looked in greater depth for next Member's meeting due to be held on 19 April 2016	Emma Burnett Kate Brown
Insertion to report to Member's Working Group to define residential pipeline data	A McWilliam
Residential pipeline figures to be revised up to the nearest 5	Elisa Bullen
Members survey information to be forwarded by COP 15 April to A McWilliam for inclusion in council size submission	Nicola Fernley
Provide comments/suggestions to Jen Green on comms approach	All
Provide comments/suggestions to A McWilliam on council size submission by COP 13 April	All
Further meetings to be scheduled following meeting of extended member working group 19 April	Emma Burnett
Updated copies of city centre maps to be provided	Elisa Bullen

Notes of Meeting

1 Minutes / actions from last meeting

1.1 All actions from previous meeting noted as completed.

2 Copy of population projections report and update following meeting with members (attached) - Sarah Henry / Emma Burnett

2.1 A meeting with Sir Howard was held prior to the discussion with Members to inform of progress and detail provided.

2.2 Member's discussion focused on ward boundaries and 3 figures were presented which consisted of 413,000 which included the introduction of IER, 436,000 produced in light of the position without IER and some mid way figures which were based on a technical assumption. The preference from Members was for the 413,000 figure with a revised uplift to reflect the realities of IER as experienced so far – if possible to remain at 32 wards and keep the Mersey

Valley boundary as now. A further review of the figures with IER uplift on the basis of experiences so far will be developed to take to the next Member's meeting. **Action E Burnett/K Brown/E Bullen**

- 2.3 Andrew McWilliams pointed out that data in relation to the residential pipeline may point out information on areas where planning permission is yet to be granted. Agree a paragraph is to be included to give a brief definition in relation to these figures and agreed that the figures should be rounded up to the nearest 5. **Action E Bullen/A McWilliam**

3 Comms report

- 3.1 Overview of the report given by Jen Green. The communications approach by other local authorities was pointed out and it was noted that that which took place at Newcastle proved to result in a lot of confusion as 3 consultations took place which also further added to timeframes.
- 3.2 The suggested approach to the consultation is to follow the Boundary Commission requirements with further engagement enacted through plain English interpretations of information.
- 3.3 Suggested channels were outlined and it was noted that there was an opportunity to broaden participation through engagement.
- 3.4 Agreed report should be taken to Member Working Group in its current format.

4 Council size submission draft

- 4.1 Latest full draft shared and the group have commented that they are happy with the progress so far and comments to be fed back to Andrew for inclusion by 13 April for final draft to be circulated on 15 April. Further information on results of the Member's survey and final electorate figures to also be included. **Action N Fernley/E Bullen**

5. Project plan update and key dates review

- 5.1 The project plan has been updated to reflect the current position and a further meeting is to be scheduled following the meetings of the working and steering groups on 19 April. **Action E Burnett**

6. AOB

- 6.1 Copies of updated city centre boundary maps are to be provided as they are referenced in the report. **Action E Bullen**

7. Next Meeting: Tuesday 19 April, 2-3pm, Room 2006 (Committee Room 6) THX