# **Licensing & Regulatory Committee**

# Thursday 11 January 2018

A meeting of the above Committee will be held at the Town Hall, Royal Learnington Spa on Thursday 11 January 2018 at 4.30 pm.

Membership:

Councillor Illingworth (Chairman) Councillor Ashford

Councillor Mrs Cain
Councillor Mrs Hill
Councillor Davies
Councillor Gallagher
Councillor Gifford
Councillor Gill
Councillor Mrs Hill
Councillor Mrs Knight
Councillor Murphy
Councillor Quinney
Councillor Mrs Redford

Councillor Heath

Councillor Miss H Grainger

## **Emergency Procedure**

Councillor Mrs Stevens

At the commencement of the meeting, the emergency procedure for the Town Hall will be announced.

### **Agenda**

### 1. Apologies & Substitutes

- (a) To receive apologies for absence from any Councillor who is unable to attend; and
- (b) To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting

#### 2. **Declarations of Interest**

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct.

Declarations should be entered on the form to be circulated with the attendance sheet and declared during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter. If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.









# 3. Local Government Boundary Commission for England Review of Warwick District Ward Boundaries

To consider a report from the Chief Executive & Democratic Services

(Item 3/Page 1)

Published Wednesday 3 January 2018

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The agenda is also available in large print, on request, prior to the meeting by calling 01926 456114.

WARWICK DISTRICT COUNCIL Licensing & Regulatory 11 January 2018	Committee	Agenda Item No.	
Title	Local Government Boundary commission for England Review of Warwick District Ward Boundaries		
For further information about this report please contact	Chris Elliott, Chief Executive 01926 456000 or chris.elliott@warwickdcc.gov.uk  Graham Leach, Democratic Services Manager & Deputy Monitoring Officer 01926 456114 graham.leach@warwickdc.go.uk		
Wards of the District directly affected Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	AII No		
Date and meeting when issue was last considered and relevant minute number	Licensing & Reg October 2016 N Licensing & Reg September 201	gulatory Committee 20	
Background Papers	Warwick District review, Details methodology	of electorate forecasting  of Warwick District	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No

Council - A guide for councillors

Officer/Councillor Approval					
Officer Approval	Date	Name			
Chief Executive	03.01.18	Chris Elliott			
Head of Service					
CMT	03.01.18	Andrew Jones, Bill Hunt			
Section 151 Officer	03.01.18	Mike Snow			
Monitoring Officer	03.01.18	Andrew Jones			
Finance	03.01.18	Jenny Clayton			
Portfolio Holder(s)	03.01.18	Michael Coker & Andrew Mobbs			

Consultation & Community Engagement			
Councillors Boad, Coker, Heath, Illingworth and	Naimo		
Final Decision?	Yes		
Suggested next steps (if not final decision please set out below)			

## 1. **Summary**

1.1 The report updates the Committee on the review of the Council's Ward Boundaries by the Local Government Boundary Commission for England (LGBCE) and seeks agreement from the Committee on a proposed warding arrangement for this Council to be put to the LGBCE.

#### 2. Recommendations

- 2.1 The Committee notes the decision by the LGBCE to set the size of the Council at 44 Councillors.
- 2.2 The Committee notes the decision of the Commission to accept the methodology which projects the Local Government electorate in the District to increase from 109,855 in 2017 to 123,334 in 2023.
- 2.3 The Committee considers the options for warding arrangements as contained in the Appendices to this report and determines from those options what should form the submission from this Council.
- 2.4 The Committee delegates to the Chief Executive, in consultation with the Chairman of this Committee and Group Leaders to produce, agree and submit the formal submission document to the LGBCE.
- 2.5 The Committee asks the Chief Executive to notify Warwickshire County Council and all Parish & Town Council's in Warwick District of the proposed warding arrangements from this Council.

#### 3. Reasons for the Recommendation

- 3.1 At the request of this Council the Local Government Boundary Commission for England (LGBCE) is undertaking a review of the Ward Boundaries. The review was requested in March 2016 (Appendix 1). The reason for seeking the review was partly because of the rapid growth in the electorate which was causing issues of voter equality but also to restore co-terminosity between Town/Parish Council wards and District Council wards which have been thrown into confusion owing to the impact of the recent review of County Council divisions.
- 3.2 The request for the review was accepted and this Council made a submission that the Council size (number of Councillors) should be 48. However, LGBCE considered all representations received and has set the Council size as 44. This is the final decision.
- 3.3 The LGBCE has now started the public consultation on the warding arrangements and any party, group or individual can make a representation to the LGBCE for proposals on warding patterns. Anyone wishing to do this must do so by 5 February 2018.
- 3.4 The intention from this Council has been to engage with as many parties as possible and to seek agreement to a common approach, from not only this Council but also Parish & Town Councils and Warwickshire County Council. A consensual approach will make for a stronger argument to the LGBCE on the decision it should make.

- 3.5 The size of the electorate growth was taken from 1 September 2017 electoral register and forecast through to 2023. The methodology for growth can be summarised as follows. The increase was based on allowing for development on allocated sites (within the Local Plan) and those sites with planning approval where there would be more than 10 dwellings. The information was based on the Warwick District Council Housing Trajectory 2011-2029 as of 1 June 2017. The new homes being built were allocated an electorate of 1.58 properties each based upon the mean occupancy level per property for electors since May 2011.
- 3.6 Prior to the LGCBE setting the size of the Council, Officers had already undertaken calculations on potential warding arrangements using the County Council Divisions as the base for coterminous boundaries. These calculations were on a Council size of between 42 and 51 and were made available to Group Leaders.
- 3.7 Now that the LGBCE has determined the size of the Council, Officers have been able to provide a proposal for the warding arrangement based on coterminous boundaries for Members consideration. In doing so Officers were also mindful of the statutory criteria for the outcome of a review; which can be summarised as follows:
  - **Delivering electoral equality for local voters** this means ensuring that each councillor represents roughly the same number of voters so that the value of your vote is the same regardless of where you live in the local authority area.
  - Interests and identities of local communities this means establishing electoral arrangements which, as far as possible, avoid splitting local ties and where boundaries are easily identifiable.
  - **Effective and convenient local government** this means ensuring that the wards can be represented effectively by their elected representative(s) and that the new electoral arrangements as a whole, including both the council size decision and wading arrangements, allow the local authority to conduct its business effectively.
- 3.8 The initial proposal was revised following feedback and a summary of those proposals is set out at Appendix B, along with a plan illustrating them at Appendix C. It should be noted that in its submission the Council needs to show the transition from current electoral equality (as 1 September 2017) to 2023. The ratio of Councillors to electors as at 1 September 2017 was 2497. This warding pattern has been devised with the aim of trying to achieve electoral equality of 1 Councillor to every 2803 electors by 2023.
- 3.9 These proposals are based on using the WCC Divisional Boundaries for Warwick District Ward Boundaries, to enable both District and Parish/Town Wards to be the same as WCC Divisions and this would also enable the Parliamentary Boundaries to be coterminous as well. It proposes that all the Wards should have three District Councillors each except for Warwick South and Budbrooke & Bishops Tachbrook. Numerically these should each have 4 Councillors but for practical purposes should therefore be divided into two smaller wards each with two Councillors in the case of Budbrooke and Bishop's Tachbrook; and in the case of Warwick South into two wards of a 3 and a 1.

- 3.10 There is also a proposal that the Cubbington & Leek Wootton Division be split into a 2 and a 1 arrangement with the current Radford Semele single Member District Ward being retained. This has the advantage of allowing for the ward to be part of a new Parliamentary Constituency of Rugby and Southam should it be confirmed but will still work even if that happens not to occur. It has the advantage of reducing the geographical scale any Councillor would have to cover if it were left as the current County Division.
- 3.11 The LGBCE would seek to have electoral equality within each Ward of no greater than +/- 10% than the average ratio for all electors and Councillors. The greater concern would be those Wards above 10%, this because those at -10% or greater could allow for future development within them. However the LGBCE have also been clear that exceptions can be made to this so long as robust arguments can be made, for example, maintaining a recognised community or areas where future development (outside the five years) could take place.
- 3.12 In the proposal at Appendix B, the wards of concern were the proposed Budbrooke Ward (+14) and the Cubbington & Leek Wootton ward being (+16). These could be argued as exceptional based on the local circumstances to enable communities to be recognised and remain coterminous with other electoral boundaries. The other exceptional figure would be Leamington Milverton at -15%.
- 3.13 Within the initial proposal the split for Warwick South as a 3 and 1 member ward was recognised as not ideal and views were sought from Groups on this and on the proposals overall.
- 3.14 The Labour Group have proposed an alternative arrangement to dividing the Warwick South Ward of Councillors, this retains the use of coterminous boundaries with WCC and simply provides a sub division of the proposed Warwick South Ward. This is set out at Appendix D along with an appropriate map at Appendix E.
- 3.15 In the tables below, it can be seen that the proposal from the Labour Group provides a greater level of electoral equality at the end of the five years compared to the original proposal.

Initial Proposal:

'					
Warwick South (3)	3	5351	-29	7757	-8
Warwick South (1)	1	2201	-12	2348	-16

Labour Group Proposal

Warwick South (3)	3	4996	-33	7549	-10
Warwick South (1)	1	2256	2	2256	-9

3.16 The Conservative Group have undertaken and brought forward the same approach as the initial proposal for the rural areas and Kenilworth but have different proposals for Leamington and Warwick. These proposals are summarised at Appendix F and with respective plans at Appendices G and H.

- 3.17 The proposals from the Conservative Group provide an overall greater level of electoral equality but lose the ability to achieve coterminous boundaries between the Town Council and District wards in Leamington and Warwick which would therefore perpetuate the issue the Council has been trying to resolve through this review.
- 3.18 It should be noted that both the Liberal Democrat Group and Whitnash Residents Association (Independent Group) support the initial proposal.

## 4. **Policy Framework**

### 4.1 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands					
People	Services	Money			
External					
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment			
Intended outcomes: Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	Intended outcomes: Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	Intended outcomes: Dynamic and diverse local economy Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels			
Impacts of Proposal					
Achieving warding arrangements that reflect local communities will help assist active and cohesive communities.	None	None			
Internal					

Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
Intended outcomes: All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	Intended outcomes: Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	Intended outcomes: Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
Use of coterminous boundaries will help to minimise pressure on staff during elections.	The purpose of the boundary review is to establish electoral arrangements which as far as possible avoid splitting local communities and use easily identifiable boundaries. This will help to avoid voter confusion when voting for more than one Council takes place.	Use of coterminous boundaries will help to minimise the cost of administering elections.

- 4.2 **Supporting Strategies** This report does not directly relate to Fit for the Future or supporting proposals.
- 4.3 **Changes to Existing Policies** There are no proposed changes to existing policies.
- 4.4 **Impact Assessments** Other than ensuring Voter Equality no impact assessments have been undertaken because the proposals must fit within the established national the statutory criteria.

## 5. Budgetary Framework

5.1 The report does not impact on the Budgetary Framework. However depending on the outcome of the decision by the LGBCE there could be a need for additional resources with the Electoral Services Team to implement the changes and administer the 2019 elections. Due to the specialist knowledge required for this work this would be in the region of £30,000 (including on costs).

#### 6. Risks

- 6.1 There are significant risks associated with this report which the Committee need to be aware of and should take into consideration when making the decision on this item.
- 6.2 Town Council Wards As a result of the revisions to the WCC Divisional Boundaries a number of very small Town Council wards were created in Warwick, Leamington and Kenilworth. This is because the law states that a Town/Parish Council Ward, cannot cross either a District Council Ward or County Divisional Boundary. Concerns were raised by members for these respective areas who sought for them to be amended. The only way to amend these Boundaries by 2019 was by a review of the District Council Ward Boundaries. This also enhances the argument for coterminous boundaries at all levels of Government. Both of these points were key arguments in requesting the review of the District Council wards.
- 6.3 Support from other Councils for the proposals – As requested by this Committee, Officers have kept all Parish/Town Council's aware of the review and have attended meetings of the four Town Council's to explain this Council's approach to the review. It is believed by Officers that the four Town Councils would support a proposal from the District Council to have coterminous boundaries with the WCC Divisions (albeit in each town with the potential of sub dividing some of those areas). It is not known if they would support a move away from this. The LGBCE has said the more people that share a single view, the stronger the argument will be for them to follow this and the harder for an opposing view to be taken forward. If the Council were to move away from this approach it is not known if the Town Councils will support this and this may lead to them making their own different proposals (which would weaken the arguments made by the District Council). In addition Warwickshire County Council has supported the initial proposal from the District Council and it is not known if this support would continue if the proposal changed.
- 6.4 Additional Officer Resources As outlined in paragraph 5.1 there may be a need for additional resources to within the Electoral Services team if coterminous boundaries was not regained. In addition, Members should aware that there is a skills/knowledge shortage in electoral administration nationally and so is hard to recruit to posts especially on a short term contract during high demand periods (i.e. in the run up to elections), as highlighted in the recent cases in both Plymouth and Newcastle Under-Lyme. The risk therefore is that even if additional financial resources were allocated it might be difficult to find staff to fill any new post.

#### 7. Alternative Option(s) considered

7.1 This report sets out the alternative options in the appendices for Members to consider and to decide which one or what mixture of proposals should go forward as this Council's proposed submission to the LGBCE.

# Request for an Electoral Review of The District of Warwick

Submission to the Local Government Boundary Commission for England on proposed Council Size.

13 March 2017

# Submission to the Local Government Boundary Commission for England on proposed Council Size.

#### 1. Introduction

- 1.1 Warwick District Council is making this request for an electoral review of Warwick District because it wishes to reduce its Council size by 3 Councillors from 46 to 43.
- 1.2 The Council has prepared this submission dealing with council size only at this stage in order to support effective, efficient and accountable local democracy in the District of Warwick. A further submission on the number of wards and number of councillors per ward will be made at a later date if this request is accepted.
- 1.3 The submission takes into account the political structure of the authority and the nature of the roles that the Councillors are required to undertake in order to deliver effective local government within the District.
- 1.4 The submission recognises the changing face of Local Government with reductions in both numbers of staff and budgets for the delivery of services at the same time as an increasing and changing population.

#### 2. Warwick District Council: an Overview

- 2.1 Warwick District lies in the heart of Warwickshire. The population of the District is 139,931 (2015 midyear estimates) compared with (137,700 from mid-2011), with an electorate of 103,956 (an increase from 99,901 in May 2011), living in a total of 67,303 dwellings (an increase of from 62,526 in 2011) within a land area of 69,813 acres (28,253 hectares).
- 2.2 The District's population is predominantly urban, and is centred upon the three historic towns of Kenilworth, Royal Leamington Spa and Warwick. Whitnash is the fourth town in the District. Each of these towns has its own distinct history and character with a very strong community. In addition, there are over 20 villages and hamlets.
- 2.3 80% of the District sits within the Green Belt and there are extensive natural and built environments that are protected. Even within these constraints there are significant proposals for development. The District's Local Plan envisages an expansion of housing of about 17,000 houses and a large sub regional employment land allocation around Coventry airport partly to help enable the growth of Jaguar Land Rover's HQ. There are also changes envisaged to allow for the removal of the Warwick University campus from the Green Belt and for the redevelopment of the Royal Showground at Stoneleigh. There is also the impact from HS2 that will split the District in two.
- 2.4 There are 20 parish or joint parish Councils in the District, of which and four Town Councils. There is only one small area (Bushwood) which is not represented by a Parish Council.

#### 3. The Current Structure of the Council

3.1 The Council is currently composed of 46 councillors made up from five political parties; 31 Conservative, 9 Labour, 3 Whitnash Residents Association, 2 Liberal Democrat, 1 Green. Each represent, one, two or three member Wards. Elections are held every four years and the next election will take place in May 2019. Each councillor currently represents an average of 2260 electors.

#### 4. Model of Local Governance for Warwick District and Committees

- 4.1 Warwick District Council has adopted the strong Leader model for its democratic Structure. This means that while Council continues to have an important role in setting the broad budget and policy framework, the responsibility for the majority of decision-making rests largely with the Leader.
- 4.2 Under the model adopted by the Council the Leader has determined that the authority to take decisions will be made by an Executive of 8 Councillors including themselves. The Leader is appointed by Council for four years and they determine who will sit on the Executive.
- 4.3 The Council has established two Scrutiny Committees, each of 11 Councillors, to hold the Executive to account. One of these also acts as the Council's Audit Committee. The Council also has an Employment Committee, Planning Committee, Standards Committee and a Licensing & Regulatory Committee.
- 4.4 Seats are allocated to each group that nominate which of their Members will sit on a particular Committee, with Council taking the final decision on which Members are on each Committee. These allocations are politically proportional with the exception of the Overview & Scrutiny Committee where the Council has determined that the oppositions Groups should have the majority of seats.
- 4.5 Since the 2011 submission by this Council, the following changes have occurred in the democratic structure of this Council, all of which serve to reduce the number of formal meetings or numbers of Councillors necessary. In summary these are:
  - Council Delegated the approval of accounts to its Audit Committee
  - Executive Reduced in size by a Councillor
  - Overview & Scrutiny Committee Reduced in Size by 4 Councillors
  - Finance & Audit Scrutiny Committee Designated as the Council's Audit Committee and taken on approval of statement of accounts from Council and as a result has reduced the number of times it meets by one per year
  - Licensing & Regulatory Committee These two committees have been merged from two Committees one of 11 and one of 15 to a single committee of 15 but in addition a larger proportion of their work has been delegated to officers
  - Standards Committee The introduction of the Localism Act has seen the
    work of this Committee significantly reduced and the previously required
    sub committees for considering cases at an early stage being removed and
    replaced by delegation to officers
  - Planning Committee The membership size has increased by 1 but the frequency of meetings has decreased from once every three weeks with a second night 8 times a year to once every four weeks with a reserve night only occasionally used for briefing all Councillors on planning matters.

- 4.6 Council Council remains responsible for setting the budget, council tax and significant policies for the area. At Council meetings, Councillors receive in a limited number of cases recommendations from the Executive for them to determine; petitions and motions and the minutes of the Executive are received for information. The Council agenda also allows for the questioning of the Council's portfolio holders and Leader. The Council meets 9 times per year.
- 4.7 The Executive The Executive is the Council's main decision making body, and is responsible for providing effective strategic leadership. The Executive is currently composed of 8 Conservative Councillors including the Leader and Deputy Leader of the Council. The Executive meets collectively 10 or 11 times per year and make decisions, excluding those delegated to officers, and to the Standards, Employment, Audit, Planning and Licensing & Regulatory Committees.
- 4.8 Portfolio Holders Each member of the Executive holds a Portfolio Holders who act as spokespersons for the service areas and may be given delegated authority by the Council to take Executive decisions within these areas.

The Portfolio Holders are:

- Neighbourhood
- Health & Community Protection
- Strategic Leadership
- Development
- Housing & Property
- Finance
- Culture
- Business
- 4.7 Overview and Scrutiny The Council's Overview & Scrutiny Committees provide ideas, challenge and debate that contribute to making Warwick District a great place to live, work and visit.

The Council has two Overview & Scrutiny committees, both comprising 11 Councillors, which carry out this role by conducting scrutiny reviews into issues affecting the District, contributing to the development and review of policies, monitoring performance and holding decision-makers to account.

The two scrutiny committees are both chaired by Councillors from opposition parties and always meet the day before Executive to consider, and if felt appropriate comment, on the reports the Executive will take decisions on the following evening.

The two Committees, Overview & Scrutiny Committee and Finance & Audit Scrutiny Committee, have slightly different roles to play. This is because Finance & Audit Scrutiny Committee also acts as the Council's Audit Committee.

The prime purpose of the Overview and Scrutiny Committee is to review items to be considered by the Executive, to review past decisions, policy development, health and wellbeing issues, specific issues and problems within any service area.

It will also be able to address any other matter not otherwise specifically delegated to the Finance and Audit Scrutiny Committee.

The prime purpose of the Finance and Audit Scrutiny Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment; independent scrutiny of the authority's financial and non-financial performance to the extent that if affects the authority's exposure to risk and weakens the control environment; and, issues of an audit nature and to oversee the financial reporting process.

The Finance and Audit Scrutiny Committee will:

- Review the robustness of business cases
- Promote value for money and good procurement practice
- Make recommendation on good financial management practices
- Keep the treasury management performance under review
- Make recommendation to the Council regarding the approval of the Statement of Accounts in accordance with regulation 10 of the Accounts and Audit Regulations 2003.
- Review specific Executive items and past decisions

The Committee is also the Audit Committee for the Council and undertakes the following:

- Approve (but not direct) internal audit's strategy, plan and performance
- Review summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary
- Consider the reports of external audit and inspection agencies
- Consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti-fraud and anticorruption arrangements.
- Seek assurances that action is being taken on risk related issues identified by auditors and inspectors.
- Be satisfied that the authority's assurance statements, properly reflect the risk environment and any actions required to improve it
- Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
- Review the financial statements, external auditor's opinion and report to members, and monitor management action in response to the issues raised by external audit.
- Approve the Council's Audited Statement of Accounts.

The two Scrutiny Committees will occasionally hold a joint meeting to consider specific items; however this usually will be no more than twice a year and has not occurred in the current municipal year.

The Overview & Scrutiny has also established a Health Scrutiny Sub-Committee as a sub-committee. It has been delegated the task by its parent committee to handle most of the health and wellbeing scrutiny work that would otherwise fall to the Overview and Scrutiny Committee.

The two Scrutiny Committees are also entitled to set up Task & Finish Groups to look at specific areas. On average a Task & Finish Group is established each year. At present there are two, which have recently concluded working on Houses in Multiple Occupation and Car Parking respectively.

- 4.8 Employment Committee The Committee is responsible for setting policies relating to staffing matters as well as approving the staffing structure of the Council. It meets around 5 times per year. It has 11 members.
- 4.9 Housing Appeals Review Panels These Panels are responsible for considering appeals made against the Council with regard to specific Housing decisions. It has 12 members although the panels that meet comprise of three members of the 12. It should be noted that there have been no more than two panel meetings per year.
- 4.10 Licensing & Regulatory Committee This Committee comprises of 15 Councillors and meets seven times a year mainly for training purposes and consideration of minutes of its Panels. While the Committee has a wide range of responsibilities covering licensing as well as electoral matters and boundary review. However the majority of its work is delegated to Licensing & Regulatory Panels.
- 4.11 Licensing & Regulatory Panels These sub-committees (of the Licensing & Regulatory Committee) are responsible for determining applications made to the authority under the Licensing Act 2003 and Gambling Act 2005 when representations have been made as well as specific matters relating hackney carriage, private hire drivers and private hire operators. They have 3 Members selected from the 15 Members of the Licensing & Regulatory Committee and normally meet 16 times a year although in the last 12 months they have met 30 times due to the introduction of two new policies relating to hackney carriage and private hire drivers. It is anticipated the number of panels meetings will reduce to 16 in 2017.
- 4.12 Planning Committee The Planning Committee is responsible for the determination of planning applications of around 250 of the 2500 planning applications received by the Council each year. It meets around 13 times per year, plus site visits during the year. It has 11 Members.
- 4.13 Standards Committee The Standards Committee's main purpose is to promote and maintain high standards of conduct and governance within the Council and within the Parish and Town Councils within the District. It meets around 3 times per year. It currently has 15 Members comprising of 11 District Councillors and 4 Parish/Town Council representatives.

#### 5. Joint Committees

- 5.1 Warwick District Council is part of a Joint Committee comprise 8 elected Members appointed by the Authorities comprising 1 Councillor (Leader) for each of the Authorities in Warwickshire, Coventry and Hinckley and Bosworth. In addition the Coventry and Warwickshire Local Enterprise Partnership may provide 1 voting and 1 non-voting Member.
- 5.2 The overarching aim of the Joint Committee is to provide its constituent Local Authorities and Local Enterprise Partnership with a forum in which to address collaboratively, issues relating to economic development, regeneration and strategic planning at a sub-regional level and to enable collective decision—making on issues that require sub-regional agreement from the constituent authorities. In particular the Joint Committee will have the power to:

- (1) Develop and set the economic and growth strategies for the sub-region and to keep the same under review;
- (2) Develop and set joint investment strategies for the sub-region and to keep the same under review;
- (3) Consider, approve and implement decisions relating to sub-regional investment, including expenditure of external funding within the sub-region;
- (4) Develop and encourage a co-ordinated approach within the sub-region to inward investment;
- (5) Develop and facilitate collaboration between the constituent authorities in the discharge of functions relating to economic development, regeneration and strategic planning; and
- (6) Create a forum for elected Members to agree strategic direction and exert a collective influence over other bodies exercising similar functions.

## 6. Working Parties & Forums

6.1 The Council has a number of Working Parties and Forums for specific areas of work. In 2011 there were 21 active Groups of which there are now only 13. These are:

	Number of places
Concernation Cranta Working Darty	Number of places
Conservation Grants Working Party	4 (1 Conservative, 1 Labour, one WRA
	and 1 vacancy)
Green Space Development Group	6 (2 Conservative, 1 Labour, 1 WRA
	and 2 vacancies)
Housing Advisory Group	11 (6 Conservatives, 2 Labour, 1 WRA,
	1 Lib Dem and 1 Green)
Integrated Grants Panel	4 (1 Conservative, 1 Labour, 1 WRA
	and 1 vacancy).
Councillor IT Working Party	7 (4 Conservative, 1 Labour, 1 WRA, 1
,	Lib Dem)
Kenilworth Town Centre Joint	1 Conservative
Steering Group	
Leamington Town Centre Partnership	5 (2 Conservative, 1 Labour , 1 WRA, 1
	Lib Dem)
Leisure Development Member	7 (2Conservative, 1 Labour, 1 Lib Dem,
Working Party	1 WRA and 1 vacancy)
Members - Trades Union Joint	4 (1Conservative, 1 Labour, 1 WRA and
Consultation & Safety Panel	1 vacancy)
Members' Development Group	4 (The Four Group Leaders)
People Strategy Steering Group	5 (2 Conservative, 1 Labour, 1 WRA
, το μεταίους, του το χ. τ. τ. μ	and 1 vacancy)
Planning Forum	46 (All members of the Council)
St Mary's Lands Working Party	4 (2 Conservative, 1Labour, 1WRA)
Voluntary and Community Sector	4 (1 Conservative, 1Labour and
(VCS) Commissioning Panel	2vacancies) NB Executive approved
(100) common and	increasing this to 7 on 8 March 2017)
Warwick District Conservation	2 (both Conservative)
Advisory Forum	2 (Both Conservative)
Auvisory Forum	

## 7. Appointments to Outside Bodies

- 7.1 The Council currently makes 38 appointments to 31 organisations or bodies so as to enhance engagement meet legal requirements or because of financial contribution the Council has made to them. These are:
  - 1. Warwickshire County Council Supporting People Partnership
  - 2. Warwickshire Police & Crime Panel
  - 3. West Midlands Employers formerly West Midlands Councils and West Midlands Leaders Board
  - 4. Coventry and Warwickshire LEP (Including City Deals)
  - 5. Limited Liability Partnership Board
  - 6. Safer Warwickshire Partnership Board
  - 7. South Warwickshire Community Safety Partnership
  - 8. Warwickshire County Council Health & Wellbeing Board
  - 9. Association of Retained Council Housing (ARCH)
  - 10. Shakespeare's England
  - 11. Coventry Airport Consultative Committee
  - 12. Kenilworth Abbey Advisory Committee
  - 13. Kenilworth Town Centre Partnership
  - 14. LGA District Councils' Network
  - 15. South Warwickshire NHS Foundation Trust
  - 16. Warwick Town Centre Management Group
  - 17. Warwickshire County Council Adult Social Care and Health Overview & Scrutiny Committee
  - 18. Warwickshire Waste Management Forum
  - 19. HS2 Overview
  - 20. National Association of Councillors
  - 21. Birmingham Airport Consultative Committee
  - 22. BID Leamington Board
  - 23. Chase Meadow Community Centre
  - 24. LGA Rural Services Network
  - 25. Armed Forces Community Covenant Champion
  - 26. National Parking Adjudication Service (PATROL)
  - 27. Warwick District Mobility
  - 28. Warwick District Citizens Advice Bureau
  - 29. South Warwickshire Plato Trust
  - 30. Friends of Leamington Art Gallery
  - 31. Hill Close Gardens Trust
- 7.2 It should be noted that in 2011 the Council made appointments to 48 external bodies and that in addition to the reductions since then a further review is in progress which will see the current number of appointments reduce further.
- 7.3 In addition the Leader of the Council meets with the other Council leaders in the sub region on a regular basis.

#### 8. Community Forums

8.1 At present the Community Forums take place three times a year. There are seven forums within the District: Kenilworth Community forum, North Leamington Community forum, South Leamington Community forum, Warwick Rural East Community forum, Warwick Rural West Community forum, Warwick Town Community forum and Whitnash Community forum.

- 8.2 At present the forums are jointly organised by the District and County Council. They give an opportunity for residents to put their views and concerns about local issues directly to public service providers. Other local public sector bodies that attend these meetings include the Police, local Health services and Parish and Town councillors. The meetings generally take place in the evening.
- 8.3 Community forums are part of a wider strategy to improve local engagement and partnership working. There is an expectation, but not a requirement, that District Councillors will attend the community forum meetings in their area when possible because providing leadership at the forums is a vital part of their community leadership and engagement role. At present the forums are chaired by one of the Councillors from that area.
- 8.4 The role and remit of the Community forums has just been reviewed by the District Council and it is now proposed to reduce the frequency of the forums to twice a year, half that of 2011. In addition the County Council are due to publish their view on the future of community forums after the elections in May 2017.

#### 9. The Role of Councillors at Warwick District Council

- 9.1 The Council's Constitution sets out the following role of all Councillors:
  - (i) collectively to be the ultimate policy-makers and carry out a number of strategic and corporate functions;
  - (ii) represent their communities and bring their views into the Council's decision making process, i.e. become the advocate of and for their communities:
  - (iii) deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;
  - (iv) balance different interests identified within the ward and represent the ward as a whole;
  - (v) be involved in decision making;
  - (vi) be available to represent the Council on other bodies; and
  - (vii) maintain the highest standards of conduct and ethics.

#### 10. Member Training and Development

- 10.1 The Council considers that it is vital to have well trained councillors who are able to use their skills and knowledge to engage with their community and provide informed leadership within the Council itself and for the wider community.
- 10.2 To this end the Council has a comprehensive training and development programme for all councillors and participation in a wide range of developmental activities is encouraged and in some cases, compulsory.
- 10.3 There is some compulsory training for Councillors, which was agreed with Group Leaders, for example training on Planning and Licensing matters before the Councillor is permitted to sit on the relevant Committee.

10.4 There is an expectation that Councillors will take advantage of training and development opportunities offered to them and this does create an added time commitment for Councillors, but reflects the overall commitment of the Council to developing and providing high standards of service.

#### 11. Council Size

- 11.1 Warwick District Council asked officers to bring forward proposals for revised boundaries and Council size following the outcome of the Warwickshire County Council Divisions. The concerns arose because of the loss of coterminous boundaries at local government level, the impact of this on the town wards and therefore on the ability for residents to consistently identify with their local communities and Councillors.
- 11.2 The Council is committed to coterminous boundaries and recognises that it has been fortunate to have coterminous boundaries at local government level for many years. In its opinion this helps to build community cohesion, clear identification of elected representatives and therefore should take precedent over a simple enforcement of the ratio of electors to Councillors.
- 11.3 While County Council elections are held in different years to District and Parish/Town elections, the Council is of the opinion that the loss of coterminous boundaries will lead to confusion for electors and a loss of community identity with their elected representatives when the next District and Parish/Town Council elections are held in May 2019.
- 11. 4 The Council were also mindful that while scheduled elections County Council and District/Parish/Town were not due on the same day, by-elections could occur on the same day with different boundaries. As an example of this, in May 2017 there will be the County Council election for the Division of Kenilworth St Johns and on the same day a by election for the Kenilworth Town Ward of Kenilworth St Johns but they do not have the same boundaries and this will add to voter confusion and complaints.
- 11.5 In addition, the Council is mindful of other key facts:
  - There are currently 103,956 local government electors (at 01.02.17) in Warwick District and 46 Councillors, giving a current ratio of 2260 electors per Councillor;
  - The current figure of electors per councillor is equal to or higher than 10% from the average predicted by the LGBCE for 2018 in three Wards, and below the said average by 10% or more in four wards within the District. The remaining fourteen wards are within 10% of the average number of electors per councillor ratio predicted by the LGBCE for Warwick District in 2018;
  - The Council undertaken a forecasting process for its electorate and it is estimated there will be circa 113,831 electors in 2023 (Appendix 1);
  - As a result of the predicted increase by 2018 there will be four wards above the 10% acceptable variance from the ratio of electors and four either equal 10% below the ratio (Appendix 1); and
  - As a result by 2023 the number of ward over the tolerance of 10% will be 7 and three will be below the expected ratio by at least 10% (Appendix 1).

- 11.6 The Council is aware that from May 2017 all Official committee meetings will take place at 6.00pm on weekdays. The exemption is the Licensing & Regulatory Committee, which will meet late afternoon and its Panels that take place during normal office hours to accommodate the applicants and interested parties who will be attending them. However nearly half of all District Councillors are now employed and the need for meetings to take place outside normal working hours is emphasised. The informal meetings which take place during the day make it difficult for some councillors to commit to serving on such groups. Therefore, it is important that the future size of the Council is such that it will be possible to ensure that all meetings whether evening or day time will be well attended.
- 11.7 All Councillors are expected to carry out their community engagements and representational roles within their wards. This means a commitment to dealing with residents' individual issues as well as involvement in the wider community concerns which may arise. In addition, Councillors are expected to attend Council, any Committees of which they are a Member, task groups and working parties as well as regular attendance at Community forums and Parish or Town councils. In addition there is an expectation that Councillors will attend a number of training and briefing sessions throughout the year and act as the Council's representative on outside bodies.
- 11.8 Although demands vary with the number of Parish Councils and the way they operate, rural Councillors face work demands arising from the number of Parishes in the Ward they represent.
- 11.9 The average number of hours spent by councillors on Council work each week, based on the LGA survey of 2013/14 is 14 hours.
- 11.10 In respect of the budget pressures on the Council it recognises that the Banking Crisis and the resultant period of public sector austerity have severely impacted on it, as with the rest of the public sector. In 2010/11 The Council's net expenditure (as funded by council tax, business rates and Government Grant) was £18.2m, this has now reduced to below £13m for 2017/18. The main cause for this has been the reduction in Revenue Support Grant (RSG) which is now under £800k, this representing a reduction in funding of approaching £6m. Throughout most of this period the council tax charged in the district was frozen. In accommodating the funding reductions, substantial savings (or additional income generated) have been made in the cost of the services provided by the Council. However, it has not been necessary to cut or reduce any mainstream services.
- 11.11 These savings (or income) were made by reviewing how all services were provided, making sure services were provided as effectively and efficiently as possible and making use of new technology where possible. Further savings initiatives are planned over the next three years as the Revenue Support Grant reduces to zero over the next 2 years. The Council has a greater level of reserves than many comparable authorities. Whilst these do provide some resilience, the level of reserves is due to diminish in future years as some of these are invested in services.

- 11.12 Councillors further recognise the pressures on Local Government and that from 2011 to 2016 the number of full time equivalent officers (ftes) at the Council has reduced from 530 to 462. It is anticipated that in 2017 this will reduce by a further 42 ftes as a result in change of management of the Council Leisure Centres. This would therefore see the number of officers reducing by 20% over six years, while continuing to deliver the same level of service. In addition to this reduction, within the next two years there will be a review of senior management along with other proposals to further streamline the Committee structure. Members are mindful of the need to reflect the change in Council size themselves and they believe a small reduction in the number of Members is appropriate.
- 11.13 At the same time the Council is working to make its services capable of serving the significant development of homes across the District as part of its Local Plan up to 2029. This is likely to see the District increase, during this time by a further 17,000 properties. A number of significant capital investments and service changes are proposed. For example the Council has decided to make significant investment (£14m) in its leisure centres and transfer the management of them to an external party so that the same level of service can continue to be delivered while increasing their capacity and ensuring improved income for the Council.

#### 12 Conclusion

- 12.1 The Council recognises the changing face of local government but equally the significant increase expected in electorate within the District, particularly to the south of Leamington, Warwick, Whitnash and north of Bishop's Tachbrook.
- 12.2 It recognises the importance of communities and being accountable for its actions to those communities. It also looks to have joint working and effective relationships across all levels of government especially in a shire district between County, District and its Parishes and Towns. These are better fostered through coterminous boundaries and to enable clarity for the local community.
- 12.3 It recognises that even with the prospect of an increasing population, the Council is reducing in size in respect of budget, numbers of employees, direct services provided and so considers it is relevant to then consider a modification to the size of the Council alongside of those other changes.
- 12.4 Overall the commitment of Councillors to attend formal meetings has reduced especially of its quasi-judicial committees without significantly increasing the workload of Councillors by ensuring that appropriate delegations to officers are in place. The number of Councillors on the Overview & Scrutiny Committee has reduced along with the workload of the Standards Committee.
- 12.5 The Council recognises that over recent years a number of Councillors have suffered with ill health for a number of reasons and this has in effect left the Council operating at reduced number but with no significant effect on community engagement. This indicates that it has some spare capacity at a Councillor level.
- 12.6. Therefore, Based on these considerations a consensus was reached on a proposed Council size of 43 councillors.

- 12.7 The Council considers that this proposal would be appropriate because the ratio of electors per councillor with 43 members would be 2647 electors per councillor and reflects the growth of the District but this is felt to be an appropriate and sustainable ratio and not inconsistent with similar authorities.
- 12.8 The proposed reduction would, in essence, see the removal of a District Councillor from each of the three towns which have engaged communities and strong town councils and therefore would not impact significantly on community engagement.
- 12.9 Any greater reduction of councillors would have an impact on the workload of councillors but it is felt that 43 councillors would still enable the council to carry out its responsibilities effectively and efficiently.
- 12.10 It is therefore the Council's view that a council size of 43 Councillors representing either, single, two and three member wards, would be appropriate.

# Appendix 1

	Councillors	Register	LGBCE Predicted	WDC estimated	At 2018 variance	WDC estimate	At 2023 variance from LGBCE
	per ward	1/2/17	2018	2018	from LGBCE Ratio	2023	Ratio
Abbey	3	5810	7164	5939	-14	6079	-12
Arden	2	4407	4391	4407	-5	4436	-4
Aylesford	2	4915	4370	5015	8	5015	8
Bishop's Tachbrook	1	2148	2044	2604	13	3953	71
Brunswick	2	5425	4886	5555	20	5629	22
Budbrooke	2	4769	4945	4835	5	4769	3
Clarendon	2	4619	4784	5054	9	5154	11
Crown	2	4704	4694	4704	2	4704	2
Emscote	2	4771	4699	4943	7	5325	15
Leam	2	3920	4358	4176	-10	3946	-15
Manor	2	5095	4627	5132	11	5132	11
Milverton	2	4638	4967	4665	1	4665	1
Myton & Heathcote	2	4058	4694	4647	0	8263	79
Newbold	2	4430	4676	4557	-1	4557	-1
Park Hill	3	6560	6827	6692	-4	6802	-2
Radford Semele	1	2135	2102	2187	-5	2336	1
Saltisford	2	5205	4858	5353	16	5387	16
St. John's	3	6650	6890	6697	-3	6697	-3
Stoneleigh & Cubbington	2	4089	4202	4186	-10	4089	-12
Sydenham	2	4797	5022	4958	7	5010	8
Whitnash	3	6689	6824	6803	-2	6807	-2
Woodloes	2	4122	4361	4169	-10	4259	-8
Others				819		819	
Total		103956	106385	108096		113831	

LGBCE Ratio for 2018 is

2313

# **Appendix B**

# **Initial Warding proposal**

WCC Division	WDC Ward	Councillors	1/9/17 Electorate	distance from electoral equality as 1/9/2017	1.58 electors per new build	distance from electoral equality based on 1.58 electors
Budbrooke & Bishop's						
Tachbrook	Budbrooke	2	5710	14	6416	14
Budbrooke & Bishop's Tachbrook	Bishop's Tachbrook	2	2289	-54	5475	-2
Cubbington & Leek Wootton	Cubbington & Leek Wootton	2	5301	6	6499	16
Cubbington & Leek Wootton	Radford & Parishes	1	2258	-10	2686	-4
Park Hill	Kenilworth Park Hill	3	7980	7	9154	9
St John's	Kenilworth St. John's	3	7825	4	8160	-3
Lapworth & West Kenilworth	Lapworth & West Kenilworth	3	6986	-7	7961	-5
Brunswick	Leamington Brunswick	3	8741	17	9293	11
Clarendon	Leamington Clarendon	3	7865	5	8100	-4
Milverton	Leamington Milverton	3	7063	-6	7188	-15
North	Leamington North	3	8653	16	8653	3
Willes	Leamington Willes	3	8037	7	9083	8
Warwick North	Warwick North	3	6978	-7	7515	-11
Warwick South	Warwick South (3)	3	5351	-29	7757	-8
Warwick South	Warwick South (1)	1	2201	-12	2348	-16
Warwick West	Warwick West	3	9252	24	9383	12
Whitnash	Whitnash	3	7365	-2	7664	-9
	Total	44	109855		123334	

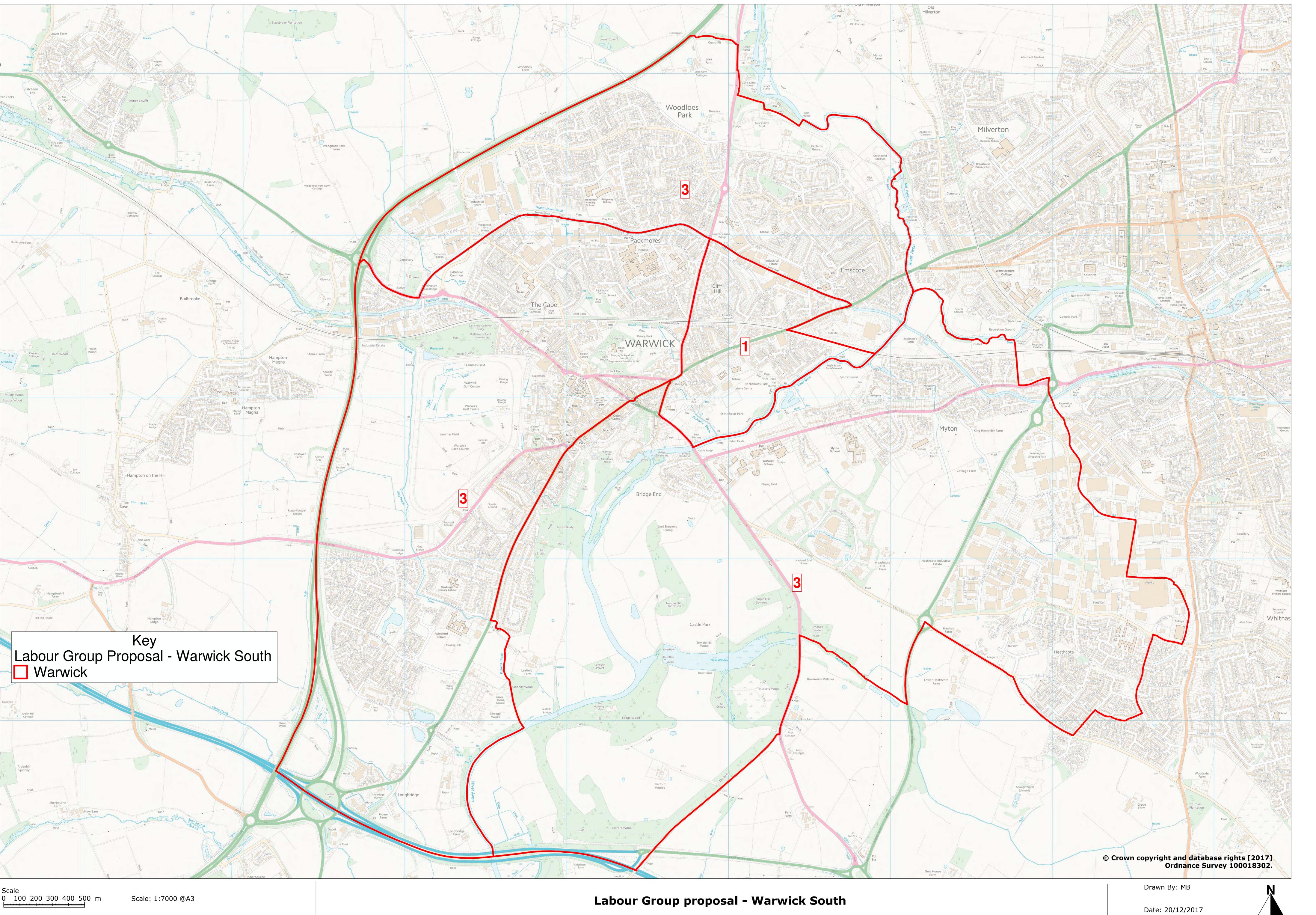
Electoral equality in 2017 is 2497 electors per Councillor Electoral equality in 2023 is 2803 electors per Councillor

# Appendix D

# **Labour Group Proposal for Warwick South**

	2017	2023
WEM3B - Emscote	16	16
WEM4 - Emscote	507	507
WEM5A - Emscote	1026	1026
WSA6 - Saltisford	1007	1007
Total	2556	2556
Ratio to electoral equality	2	-9
WAY3A - Bishop`s Tachbrook	9	9
WBT2A - Myton & Heathcote	52	52
WMH2 - Myton & Heathcote	962	962
WMH3 - Myton & Heathcote	1178	1325
WSA5A - Saltisford	348	348
WMH1 - Myton & Heathcote	1821	4227
WAY3 - Aylesford	626	626
Total	4996	7549
Ratio to electoral equality	-33	-10

Electoral equality in 2017 is 2497 electors per Councillor Electoral equality in 2023 is 2803 electors per Councillor



Appendix F

Conservative Group proposal for Warding Arrangement

		2017	2017 % from	2023	2023 % from
Ward name	Councillors	electorate	equality	electorate	equality
Bishop's Tachbrook	2	2289	-54	5474	-2
Budbrooke	2	5710	-5 <del>4</del> 14	6416	-z 14
Cubbington & Leek	2	5/10	14	0410	14
Wotton	2	5301	6	6499	16
Kenilworth Park	2	3301	J	0433	10
Hill	3	7980	7	9154	9
Kenilworth St					
John's	3	7825	4	8160	-3
Lapworth & West					
Kenilworth	3	6986	-7	7961	-5
Leamington	_	0744	. –		
Brunswick	3	8741	17	9292	11
Leamington Clarendon	1	2020	21	2265	1.6
	1	3030		3265	16
Leamington Crown	2	5062	1	5062	-10
Leamington Manor Leamington	2	5077	2	5147	-8
Milverton	2	5577	12	5632	0
Leamington	۷	3377	12	3032	U
Newbold	2	4835	-3	4835	-14
Leamington	_				
Sydenham	1	2215	-11	3056	9
Leamington Willes	2	5822	17	6027	8
Radford Semele	1	2258	-10	2686	-4
<b>Warwick Aylesford</b>	2	5124	3	5186	-7
Warwick Myton &					
Heathcote	3	5562	-26	8115	-3
<b>Warwick Saltisford</b>	2	5433	9	5503	-2
<b>Warwick Woodloes</b>	3	7663	2	8200	-2
Whitnash	3	7365	-2	7664	-9
Total	44	109855		123333	
Ratio		2497		2803	

Electoral equality in 2017 is 2497 electors per Councillor Electoral equality in 2023 is 2803 electors per Councillor

