



**COTSWOLD
DISTRICT COUNCIL**

BOUNDARY REVIEW WORKING GROUP

PROPOSED TERMS OF REFERENCE V1.0

1. Purpose

The Working Group is established to:

To work with senior officers to oversee and ensure cross-party involvement in progressing the review of Council size and the ward boundaries in the District by the Local Government Boundary Commission for England (LGBCE).

1. To formulate draft recommendations to the LGBCE for consideration by the Council relating to:
 - a. the total number of Councillors of the Council;
 - b. the number and boundaries of electoral wards for the purposes of the election of Councillors;
 - c. the number of Councillors to be returned by any electoral division; and
 - d. the name of any electoral area.
2. To make recommendations to the Council on its future electoral cycle if considered appropriate.
3. To advise the Council, in consultation with officers, on proposals relating to any wider “Community Governance Review” of local democratic and electoral arrangements, which emerge as a result of the current review process.
4. To advise Council, in consultation with officers on proposals relating to the statutory Polling District Review due to be undertaken between 1 October 2023 and 31 January 2025.
5. To advise Council, in consultation with officers, on proposals relating to a Polling District Review which are considered relevant as a result of the Local Government Boundary Review

2. Membership

The Boundary Review Working Group shall comprise of 7 members, made up of 4 x Liberal Democrats, 2 x Conservatives, 1 x Green. This allocation is in accordance with the political balance of Groups. Independent Councillors may be invited to observe should they wish to do so.

3. Chair

The Chair of the Boundary Review Working Group will be appointed at the first meeting.

4. Voting



Any vote will be subject to a simple majority. In simple majority voting the Chair will have a casting vote.

5. Quorum

The quorum of a meeting of the Boundary Review Working Group will be three Members.

6. Frequency of Meetings

The Boundary Review Working Group will meet at least every two months unless there is need to meet more frequently with prior notification. All meetings will be held in private.

Dates of meetings will be set to ensure that any deadlines for submission of comments to the various reviews are met.

As the Working Group will be discussing revisions of boundaries, it is likely to use interactive mapping systems to consider options, it will be more appropriate for some meetings to be held face-to-face. Therefore, the Working Group will agree the location of the meeting (face-to-face or remote) based on the agenda items to be considered.

7. Minutes of Boundary Review Working Group Meetings

The Working Group shall agree to previous minutes as part of the agenda.

Reports will be made to Council in line with the timescales for each Boundary Review to ensure that any deadlines for submission of comments are met.