

Taunton Deane Borough Council

Full Council – 12 April 2016

Electoral Review of Taunton Deane Borough Council

This matter is the responsibility of Executive Councillor Richard Parrish

Report Author: Bruce Lang, Assistant Chief Executive and Monitoring Officer

1 Executive Summary

- 1.1 The report sets the context for the process and timetable associated with the Electoral Review (ER) of the electoral review of the Taunton Deane Borough Council (TDBC) which is to be undertaken by the Local Government Boundary Commission for England (LGBCE). The first task for the Council in this process is to consider authorising an agreed submission to the LGBCE on the size (number of Councillors) of the Council and the report provides a draft submission to be considered for recommendation to the meeting of the Corporate Governance Committee in this respect.

2 Recommendations

- 2.1 To agree the draft submission, attached as Appendix 1 to this report, with or without amendments, to the LGBCE in respect of Council size for recommendation to Full Council.

3 Risk Assessment

Risk Matrix

Description	Likelihood	Impact	Overall
If no submissions are made by TDBC then the LGBCE will impose a solution that may not be fit for purpose or popular locally	4	4	16
<i>To develop a proposal to submit on behalf of TDBC to influence the LGBCE recommendations</i>	2	4	8

Risk Scoring Matrix

Likelihood	5	Almost Certain	Low (5)	Medium (10)	High (15)	Very High (20)	Very High (25)
	4	Likely	Low (4)	Medium (8)	Medium (12)	High (16)	Very High (20)
	3	Possible	Low (3)	Low (6)	Medium (9)	Medium (12)	High (15)
	2	Unlikely	Low (2)	Low (4)	Low (6)	Medium (8)	Medium (10)
	1	Rare	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
			1	2	3	4	5
			Negligible	Minor	Moderate	Major	Catastrophic
Impact							

Likelihood of risk occurring	Indicator	Description (chance of occurrence)
1. Very Unlikely	May occur in exceptional circumstances	< 10%
2. Slight	Is unlikely to, but could occur at some time	10 – 25%
3. Feasible	Fairly likely to occur at same time	25 – 50%
4. Likely	Likely to occur within the next 1-2 years, or occurs occasionally	50 – 75%
5. Very Likely	Regular occurrence (daily/weekly/monthly)	> 75%

4 Background and Full details of the Report

- 4.1 On 9 July 2013, the LGBCE agreed that there should be an electoral review of TDBC. The review was triggered as 42% of wards currently have 10% more or fewer electors in them than the average (in the region of 1400 per councillor) for the authority (the trigger figure is 30% of all wards).
- 4.2 Where the LGBCE considers that such imbalance is unlikely to be corrected by foreseeable changes to the electorate within a reasonable period, then they instigate an ER. The last review of TDBC’s electoral arrangements was undertaken in 2006 when it was agreed to increase the council size from 54 to 56 members and to make some adjustment to the warding patterns.
- 4.3 Due to a busy schedule of work nationally, the LGBCE have not been able to commence the ER for TDBC until now and following an introductory meeting on 24 November 2016 commenced their work with briefings for TDBC Members, officers and parish councils on 29 February 2016. Going forward, the first formal stage of the process is for the LGBCE to make a proposal regarding the size (number of councillors) and there is an opportunity for TDBC to submit its own proposal as part for consideration. The deadline to do this is by 6 May 2016 and so the intention is for any recommendation to go from the sub-committee to the Corporate Governance Committee on 21 March 2016 and then on to full Council on 12 April 2016.

- 4.4 The LGBCE will consider all submissions on Council size and then issue their recommended option after 21 June 2016. There will then be a period of consultation from 28 June 2016 until 5 September 2016. Once again, TDBC will have the opportunity to put forward a submission in this regard and it may be necessary to schedule a special meeting of council to meet this deadline.
- 4.5 After considering any submissions received, the LGBCE will then issue their draft recommendations on 8 November 2016 and allow a period for consultation until 9 January 2017 (and so it may be possible for TDBC to agree a response at its full council meeting scheduled for 13 December 2017). The final recommendations will be made on 14 March 2017 with an order then being laid in Parliament with any new electoral arrangements coming into force for the May 2019 local elections.
- 4.6 It has been agreed that the sub-committee should lead on co-ordinating the work in TDBC to support this process and has already had progress reports at its November 2015 and February 2016 meetings. Officers have commenced work on providing the latest electoral data and developing electoral forecasts for the middle of 2022 as requested by the LGBCE.
- 4.7 The ER has two distinct parts. The first is consideration by the Council of its future size. This refers to the number of elected members required for effective conduct of council business corporately and by individual Members. In determining size, the LGBCE will consider not only any proposal from this council but also any other submissions it receives. This is the main purpose of this report.
- 4.8 The second part of the process is consideration of new polling districts and, in turn, new ward boundaries. This occurs after the LGBCE publishes its initial conclusions on council size. A further report on this phase will be produced in due course.
- 4.9 In terms of Council size, the LGBCE guidance indicates that in exercise of its judgement on this issue, it will consider three key areas:-
- (i) The Council's governance arrangements, and how it takes decisions across the range of its responsibilities;
 - (ii) The Council's scrutiny functions relating to its own decision-making and the Council's responsibilities to outside bodies; and
 - (iii) The representational role of TDBC Councillors in the local community, and how they engage with residents, conduct casework and represent the Council on wider partnerships.
- 4.10 At the request of the sub-committee all Group leaders were contacted and requested to submit any proposals or views in regard to the size of the council and a representation was received from the Conservative Group which suggested that consideration be made to aiming for a figure in the early 40s which would represent a reduction from the current figure of 56.
- 4.11 This representation was subsequently discussed at the meeting of the sub-committee held on 4 February 2016 when there was a general consensus that the suggestion was

probably in the right area and that there was merit in exploring an option in this quantum. The representation was then circulated to all political groups for comment and officers have continued to work on documenting current and proposed governance arrangements and fine tuning the electorate forecasts. This work has resulted in the draft submission attached for consideration at Appendix One.

5 Links to Corporate Aims / Priorities

- 5.1 Aim 4 of the Corporate Strategy relates to Transforming the Council and Objective 10 of that Aim makes reference to transforming the way the council works. The democratic process is key to how any council functions effectively and by actively participating in the ER, the Council will help future proof the authority in terms of seeking to identify the optimum number of councillors and most equitable warding pattern, having regard to advances in technology and changes in legislation. This particular report aims to recommend a council size that allows the council to take decisions effectively, manage the business and responsibilities of the authority successfully and provide effective community leadership and representation.
- 5.2 An ER is a statutory process in which the Council is required to participate, at least by the provision of information requested by the LGBCE.

6 Finance / Resource Implications

- 6.1 There are no direct financial implications arising from this report other than officer and member time taken to work on and support the review.

7 Legal Implications

- 7.1 An ER is undertaken by the LGBCE in accordance with Section 56 of the Local Democracy, Economic Development and Construction Act, 2009 and under sub section 56(9), the Council is required to provide such information as is requested by the LGBCE in support of the ER.

8 Environmental Impact Implications

- 8.1 None in respect of this report.

9 Safeguarding and/or Community Safety Implications

- 9.1 None in respect of this report.

10 Equality and Diversity Implications

- 10.1 *The three aims the authority must have due regard for are:-*
- *Eliminate discrimination, harassment, victimisation;*
 - *Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*
 - *Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*
- 10.2 Whilst the report is not directly addressing eliminating discrimination relating to the

protected characteristics, the aim of improving electoral equality is laudable in terms of perceived fairness from a public perspective.

11 Social Value Implications

11.1 None in respect of this report

12 Partnership Implications

12.1 None in respect of this report.

13 Health and Wellbeing Implications

13.1 None in respect of this report.

14 Asset Management Implications

14.1 None in respect of this report.

15 Consultation Implications

15.1 The LGBCE undertook briefings for Members and Officers of TDBC and for Parish Councils on 29 February 2016 and the ER process allows for full public consultation on size and warding recommendations as explained in section 4 of the report.

Democratic Path:

- **Corporate Governance – Yes**
- **Executive – No**
- **Full Council – Yes**

Reporting Frequency: **Once only** **Ad-hoc** **Quarterly**
 Twice-yearly **Annually**

List of Appendices (delete if not applicable)

Appendix A	Draft Submission on Council Size
Appendix B	
Appendix C	

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APPENDIX 1

ELECTORAL REVIEW

DRAFT COUNCIL SIZE SUBMISSION

TAUNTON DEANE BOROUGH COUNCIL

April 2016

Introduction

On 9 July, 2013, the LGBCE agreed that there should be an electoral review of TDBC. The review was triggered as 42% of wards had 10% more or fewer electors in them than the average (in the region of 1400 per councillor) for the authority (the trigger figure is 30% of all wards).

The first stage of the review is for the LGBCE to make a proposal regarding the future size of the Council i.e. the number of Councillors to comprise the future of the Council. This matter was the subject of debate at the Council on 12 April, 2016 where the following was resolved:-

‘To put forward to the LGBCE that 43 was the preferred number of Councillors to constitute the Council following the implementation of the electoral review’.

Background to the Process

The LGBCE’s technical guidance document sets out the following key criteria for determining the size of the Council:-

- (i) The Governance arrangements for the Council and how it takes decisions across the broad range of its responsibilities;
- (ii) The scrutiny functions relating to its own decision making, and the Council’s responsibilities to outside bodies; and
- (iii) The representational role of Councillors in the local community and how they engage with people, conduct casework and represent the Council on local partner options.

In considering the issues around Council size, the authority did not want to lose sight of the statutory criteria of delivering electoral equality for local voters whilst balancing the interests and identities of local communities and delivering effective and convenient local government.

The LGBCE aims to recommend a Council size that allows the Council to take decisions effectively, manage the business and responsibilities of the Council successfully and provide effective community leadership and representation.

A summary ‘at a glance’ document – see Appendix 1 – provides a high level local context for the Taunton Deane area including the main challenges and opportunities

relating to the Borough.

TDBC currently has 56 Councillors; this was last reviewed in 2006 when the number was increased to 56 from 54. In terms of comparing this figure, using the Nearest Neighbour model prepared by the Chartered Institute of Public Finance and Accountancy, TDBC has the equal second largest number of Councillors with only South Somerset (with 60) having more and Wyre Forest the smallest number with 33 – see Appendix 2.

As at April 2016, TDBC had an overall electorate of 81,154 with an average electorate per councillor of 1,449, with a large proportion of the wards exhibiting variances from the average by more than plus or minus 10%. In addition, a comparison with the three hundred plus local authorities in England shows that the electorate per Councillor figure to be in the lowest 10% across the country.

The LGBCE are also required to take into account any changes in the number and distribution of electors that is likely to take place within five years following the end of the review. So in this case, with the review due to be completed during 2017, the LGBCE have asked for electorate forecasts for the period until 2022. This is not a straightforward process as in addition to taking into account birth and mortality trends, proposed new housing developments need to be estimated, including type and size of dwellings and inward and out ward migration. The output from this work is set out in Appendix 3 from which it can be seen that it is estimated that as at mid 2022, the total number of electorate is estimated to be in the region of 85,565.

(i) Governance and Decision Making

The Council currently operates Executive decision making arrangements with 8 portfolios. The controlling group is the Conservatives with 36 Members, with 13 Liberal Democrat Members, 3 Independent Members, 2 Labour Members and 1 UKIP Member and one seat currently vacant with a by-election scheduled for 14 April, 2016.

A Borough Charter was granted on the 10 March, 1975 and every year the Councillors elect one of their number to be Mayor of Taunton Deane. The two main roles for this job is to Chair the Full Council meetings and be the First Citizen of Taunton Deane.

A summary of the decision making structure is provided in the attached diagram – see Appendix 4 – which sets out the numbers of members on each committee.

In addition to the formal decision making structure there are also a series of sub-groups as follows:-

Local Development Steering Group (5 Members)

Growth Steering Group (8 members)

Taunton Economic Advisory Board (2 members)

River Tone Task and Finish Group (5 members)

Parishing the Unparished Area of Taunton Task and Finish Group (5 members)

Taunton Unparished Area Advisory Group (7 members)

The Deane House Re-location Project Steering Group (8 members)

Deane DLO Re-location Steering Group (4 members)

Joint Partnership Advisory Group (4 members)

South West One Working Group (4 members)

These groups tend to meet 3 or 4 times each year and some will disband if they are linked to a particular project with new ones getting established. The current number of groups is fairly typical and attendance rates tend to be fairly high as Members often volunteer to serve on the groups and are therefore very committed to the subject matter.

All Member Briefings on topics of interest are also held; usually around 4 to 6 in a year and although attendance can vary, they are a valued way of keeping Members informed and engaged on topical issues.

Appendix 5 lists all the Councillors (one current vacancy) by political party, sets out the portfolios, the Mayor and Deputy Mayor and lists which Councillors sit on which committees.

Appendix 6 lists the attendance records of all Councillors over the period since the May 2015 local elections. This demonstrates that, broadly speaking, the percentage attendance records for members is very high with the majority of Councillors attending at least 75% of meetings of Council/Committees on which they hold a seat. It also shows that 5 of the Members do not sit on any Committees other than Full Council (noting that one of these is the serving Mayor).

Appendix 7 provides details of the various roles of Councillors as referenced in the Constitution.

Appendix 8 sets out a list of Outside Bodies upon which the Council provides a representative(s) and the names of those representatives.

Appendix 9 sets out the meetings timetable for TDBC in respect of the 2016 calendar year.

There are extensive delegation provisions in the Constitution for Executive Councillors and Officers with the over-arching principles set out in Appendix 10.

The use of Executive Councillor Decisions has become an important part of the decision making process; since the May 2015 elections, there have been 40

Executive Councillor Decisions made; over the same period there have been 32 substantive items considered at the monthly Executive meetings. In the 12 month calendar year of 2015, there were 66 individual Executive Councillor Decisions taken and 38 substantive items determined at meetings of the Executive over the same period.

One of the key operational principles that underpins the current governance arrangements at TDBC is an 'evening culture' of holding the majority of the key decision making meetings after the close of the 'normal working day'.

This is seen as extremely important to encourage persons of working age to both stand for the Council and successfully operate as Councillors if elected; it is anticipated that this culture will continue going forward post 2019 when any new electoral arrangements would be introduced.

(ii) Scrutiny functions

TDBC has an extensively used scrutiny function with three elements – Corporate Scrutiny, Community Scrutiny and Co-ordinating Scrutiny – Appendix 11 sets out the respective terms of reference for these three elements.

The majority of key decisions that are to go to the Executive and/or Full Council get previewed by the appropriate scrutiny committee; in addition, quarterly performance reports are considered in respect of the Council's services and reviews are carried out on ongoing/completed key corporate projects.

In addition, both Committees consider relevant 'call ins' of Executive decisions as and when they occur.

Both Scrutiny Committees meet monthly and have busy workloads; their workloads are managed by the Co-ordinating Scrutiny Committee which meets quarterly to manage the forward plan of the two main Committees.

There is provision for the establishment of Task and Finish Groups to be set up to consider specific issues/topics and report back to the main Committees although with such busy and regular main Committees, this mechanism is not currently frequently used.

(iii) Representational Role of Councillors

The key roles for TDBC Councillors are listed in Section 2.3(a) of the Constitution – see Appendix 7.

These include being policy makers, contributing to good governance and representing the interests of their ward/individual constituents. Members receive extensive induction and ongoing training to support these roles - Appendix 12 sets out the Induction Training Programme following the May 2015 elections.

There is no specific guidance for how Councillors should undertake their

representational role as 'one size fits all' would not be appropriate as TDBC consists of a wide variance in the nature of its electoral wards. These can vary from extremely urban densely populated wards to large sparsely populated rural wards. Councillors covering the rural areas often attend the relevant parish/town council meetings as one means of communicating with their communities whereas this option is not available in the unparished area of urban Taunton. To balance this, in the absence of a town council for Taunton, those TDBC Councillors which represent this part of the Deane will probably devote some of their time to administering and distributing the Unparished Area Fund. Some Councillors do already use different aspects of the social media to communicate with constituents alongside more traditional methods such as visiting people in their own homes, holding surgeries, writing an article in a local magazine etc.

As Appendix 8 demonstrates, the Council appoint representatives onto in the region of 30 outside bodies with about a third being Executive Councillors and two thirds non-Executive Councillors.

Including the Leader, there are 8 portfolio holders who will need to spend extra time fulfilling their roles as will the various Chairs of Committees. The role of the Mayor is fairly time intensive with, in the busier times, more than one engagement per day to attend.

Taking the above factors into account, it would follow that, depending on their roles, individual members would be required to spend different amounts of time to meet their obligations as a Councillor at TDBC.

As part of the work led by the Independent Remuneration Panel, a survey was sent to all TDBC Members in December 2015 asking them to indicate, on average, over the course of a week, how many hours (including meetings, travel, dealing with constituent problems etc) do they spend on borough council duties. 15 responses were received ranging from 4 hours to 45 hours with the median point being 20 hours per week.

Given the relatively small number of responses, these figures cannot be considered statistically significant or be relied upon to be representative of the whole current cohort of councillors. For example, given the survey was anonymous, there is no way of knowing whether those that responded were portfolio holders or backbenchers etc. Never-the-less, given that the information is based on real recent responses, a figure of up to 20 hours may represent a reasonable approximation of the scale of commitment needed to properly carry out the role of a Councillor of a principal local authority such as TDBC.

(iv) The Future and proposal for Council size

As part of preparing for the Electoral Review, all TDBC political groups were requested to submit any views they might have in respect of the size of the Council. A submission was subsequently received on behalf of the Conservative Group – attached as Appendix 13. Their view was the Council's size should be in the region

of the low 40s due to TDBC currently having one of the lowest electors to Councillor ratio in its nearest neighbours group (see Appendix 2) and that with some Councillors already not sitting on any Committees, this implies that there were currently too many Councillors and they were of the view that existing Committee sizes could be reduced and still operate effectively.

There is clearly a trend nationally for councils to be reducing in size with the majority having electorate per Councillor ratios above 2000.

Never-the-less, it is important to test that such a smaller size model would be fit for purpose for TDBC.

In terms of decision making, there are extensive delegated powers available to Members and officers to enable more decisions to be taken swiftly and transparently without needing to wait for the holding of formal meetings - see Appendix 10. This is particularly well demonstrated by the effective use of individual Executive decision making by individual portfolio holders - Appendix 14 shows that recent trends are for there to be more Executive decisions taken by individual portfolio holders than at full Executive meetings. No transparency is lost as all such individual decisions are publicised to all Members and can be called in the same way as if they had been considered and made at a full Executive meeting.

In terms of the non-Executive Committee process, there are currently 80 seats to be covered by 48 non-Executive members which works out at 1.6 seats per Councillor. If, for example, it was agreed that size of the Council in future was set at 43 and there was still an Executive consisting of eight Members, this would leave 35 non-Executive Members. If the number of seats on non-Executive Committees were reduced as shown below, resulting in a total of 56 seats to be filled, then that would still work out at a ratio of 1.6 seats per Councillor. This demonstrates that the existing governance arrangements could be accommodated/maintained without creating any significant burden on a reduced membership.

	Current non-executive members (48 out of 56)	Proposed non-executive members(35 out of 43)
Community Scrutiny	15	10
Corporate Scrutiny	15	10
Corporate Governance	15	10
Licensing Committee	15	10
Planning Committee	15	12
Standards Advisory	5	4
Total committee places	80	56

Ratio of members to committee places(excluding executive)	1.6	1.6
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By not having to change the overall governance structure as indicated above, the Council could still retain two Scrutiny Committees and be confident that the scrutiny function should not suffer in comparison with current arrangements. In terms of relative profile, there are currently 30 scrutiny seats for 48 non-Executive Members representing a ratio of seats available for 0.6 of non-Executive Councillors whereas in the 43 Councillor model, there are 20 seats available for 35 non-Executive Members, giving a similar ratio of seats available for 0.6 of non-Executive Councillors; therefore retaining the relative profile/balance of the scrutiny function within the Council.

In terms of the Executive, the above table shows no reduction in the number of portfolios which, coupled with the increasing use of individual executive decision making powers should ensure that this aspect of the Council's governance should be sustainable with a smaller number of overall Councillors.

A smaller number of Councillors would obviously result in a higher electorate to Councillor ratio and some wards covering a larger geographical area than at present. For example, if there were 43 Councillors with a total electorate of 85,565, then the ratio would increase from the current 1,449 to 1,990. Never-the-less, a figure of around about 2000 would not look unrealistic when comparing with trends nationally.

It should be stressed that the suggested numbers shown in the right hand column is but one possible variant that could be adopted should the size of the Council be set at a lower figure of 43. There could be other options/elements to be adopted/accommodated depending on precisely what is needed/considered to work best. For example:-

- i) recent indications are that the Licensing Committee does not need to meet very regularly (already it is only quarterly at most) and so the number on this Committee could be reduced from the 10 shown in the table;
- ii) the provision of scrutiny could be reviewed and modified by having one main Committee instead of two whilst making more use of Task and Finish groups; and
- iii) if the size was reduced to 43 then the retention of an Executive of eight could be considered top-heavy and so a reduced Executive consisting of say six portfolios may be sufficient to cover what business is needed.

It is not considered necessary or appropriate to be prescriptive of such detail at this stage but rather to recognise that there are other detailed options that would fit the proposed model of a more stream-lined, smaller Council for the future to reflect the

priorities and demands of the time.

The Council is involved in a wide range of partnerships as illustrated by the list of representations on outside bodies; never-the-less, as long as this list did not dramatically increase above the current 30 or so, it would not be unreasonable to expect a Council with size of say 43 Members to be able to cope with this. There should also still be sufficient members to attend the various standing and ad hoc Working and Task and Finish groups that will be needed.

Representing a larger number of electors and, in some cases, covering a larger geographic area could present some challenges; however, the role of technology is having an increasing influence on all walks of life, including the working of local authorities and how they interact with their communities. An obvious example is that the use of e-mail reduces the need for face to face contact with residents and improvements to the Council's offer, particularly its web-site to help customers 'self-service', will undoubtedly reduce some of the workload for elected Members. There are therefore more efficient and less time-consuming ways in which Councillors can manage their contacts with local residents.

Earlier in the submission, there was reference to an average of 20 hours per week needed for TDBC Councillors to undertake their Borough duties and whilst under a model of 43 Councillors this is unlikely to decrease, the analysis above illustrates that such a smaller size model should not necessarily result in individual Councillors having to attend more meetings and the smart use (and availability of good quality) technology should enable members to meet the needs of their larger constituencies (in terms of both numbers and area) without having to significantly devote more hours into the role.

By having a smaller Council with the suggested size of 43, this would be more typical of what is happening within TDBC's nearest neighbour group of Councils and reflect the general trend for Councils to become more streamlined. Although it should be not be a driving factor, obviously, a smaller number Councillors will reduce the cost of democracy in times when limited resources should always be focussed on direct service delivery. The current basic allowance paid per councillor at TDBC is £4,344 per annum and so reduce the number by 13 (from 56 to 43) would represent a minimum ongoing saving of £56,472 per annum with effect from May 2019.

Other Options

In reaching a view to put forward a Council size of 43, consideration has been given to other options both larger and smaller.

In terms of recommending a size that was in the region of the current number of 56, the analysis has clearly demonstrated that from a governance point of view, there appear to be very credible options to show that good governance can continue to be delivered with a smaller number of Councillors. The main argument for keeping a higher number of Councillors relates to being assured that there will be sufficient member representation of local communities and vulnerable individuals. The

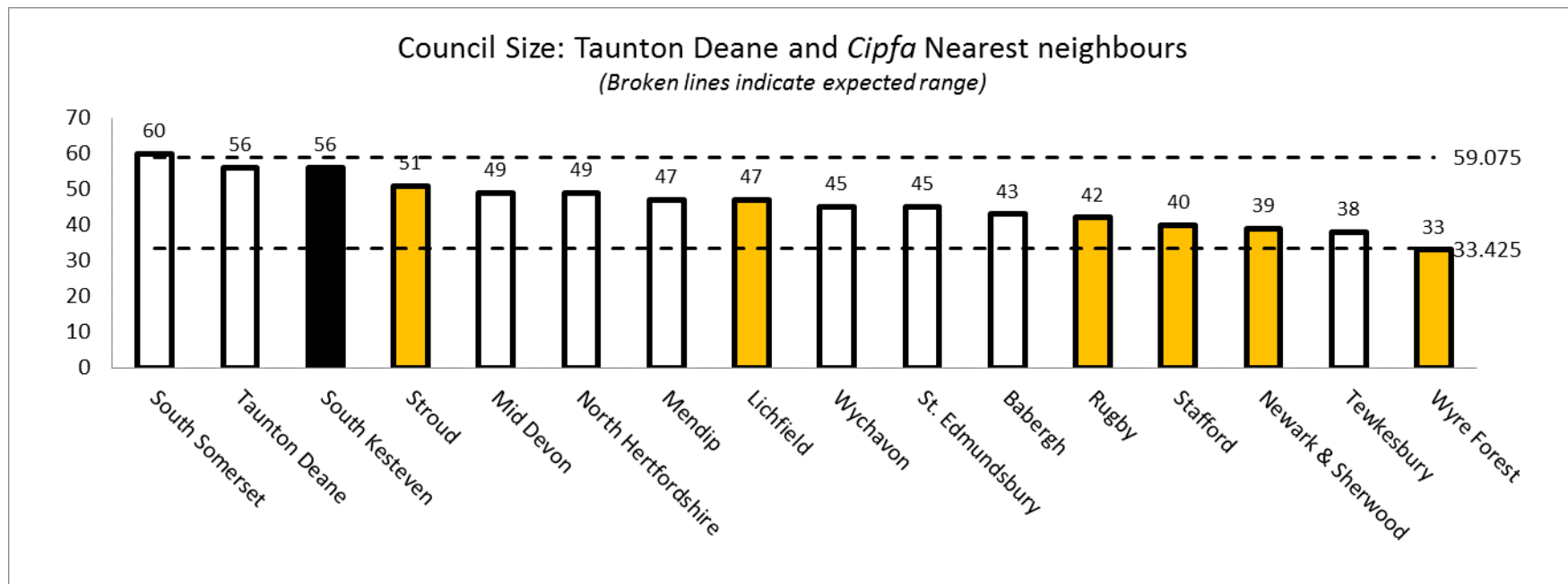
arithmetic shows that a size of 43 will increase the electors to Councillor ratio from 1,449 to 1,990.

This does appear to be a significant increase; nevertheless, as indicated above, the changes in modes of communication and advances in technology should increase the efficiency of dealing with constituents and indeed, eradicate many of the current reasons why constituents feel they have to contact their Councillor (as they can access council services and information themselves virtually). So base on the 80/20 rule, then the 80% of contacts should be either greatly reduced or very easy and not time-consuming to deal with. It is therefore considered that a figure around 43 should be large enough to meet the needs of local communities/individuals.

Turning to the possibility of recommending that the size of the Council be reduced below 43, the main argument in favour of this would be to establish a more streamlined and business like Council and reduce further the cost of democracy. It is, however, considered that the right balance needs to be identified. In addition to a smaller number of Councillors resulting in having a larger number of electors to be responsible for, those electors would be spread over larger geographical areas and possibly in some instances less cohesive local communities. Furthermore, the flip side to the 80/20 rule is that there will always be a proportion of people who will be genuinely vulnerable and need significant support to properly and safely access Council services and Members will continue to have a key role to ensure this happens. It is therefore considered that to go below the size of 43 would be to raise the risk of not being able to properly serve the needs of the people of the area to an unacceptable level.

Conclusion

In conclusion, taking all the above factors into account, the Council would commend that the LGBCE consider recommending a size of 43, as the analysis demonstrates that this will still allow the Council to take decisions effectively, manage the business and responsibilities of the Council successfully, and provide effective community leadership and representation.



Authorities shaded in Gold have been reviewed by the Commission since 2010. The council size numbers shown for each are those determined by those respective reviews.

**Potential number of electors per ward in
Mid-2022**

Appendix 3

Number of councillors **Apr-16**
56

Overall electorate 81,168
Average electorate per
cllr 1,449

Important note:

The table below does not take in to account type of housing, size of dwellings. The data has not been calibrated with ONS population projections. The housing trajectory (the source of projected additional dwellings) is currently being updated.

Name of ward	Number of cllrs per ward	No of electors ¹	% variance ²	Projected additional dwellings ³	Adjustment for moves within TDBC ⁴	Potential additional voters ⁵	Potential Ward Total 2022 ⁶	% variance ¹
Bishops Hull	2	3,277	13%	70	28	48	3,325	15%
Bishops Lydeard	3	4,628	6%	299	120	198	4,826	11%
Blackbrook and Holway	3	4,364	0%	47	19	27	4,391	1%
Blackdown	1	1,797	24%	20	8	14	1,811	25%
Bradford on Tone	1	1,842	27%			0	1,842	27%
Comeytrove	3	4,290	-1%			0	4,290	-1%
Eastgate	2	2,745	-5%	152	61	67	2,812	-3%
Fairwater	3	4,175	-4%	210	84	111	4,286	-1%
Halcon	3	3,942	-9%	87	35	46	3,988	-8%
Killams and Mountfield	2	2,948	2%	210	84	146	3,094	7%
Lyngford	3	3,910	-10%	436	174	222	4,132	-5%
Manor and Wilton	3	4,072	-6%				4,072	-6%
Milverton and North Deane	1	1,657	14%	20	8	13	1,670	15%
Monument	1	1,737	20%				1,737	20%
Neroche	1	1,803	24%				1,803	24%

North Curry and Stoke St Gregory	2	2,458	-15%	75	30	50	2,508	-13%
Norton Fitzwarren	2	2,175	-25%	402	161	215	2,390	-18%
Pyrland and Rowbarton	3	4,316	-1%				4,316	-1%
Ruishton and Creech	2	3,251	12%	122	49	80	3,331	15%
Staplegrove	2	3,050	5%	913	365	592	3,642	26%
Trull	1	1,549	7%	815	326	524	2,073	43%
Wellington East	2	3,053	5%	571	228	289	3,342	15%
Wellington North	2	2,817	-3%	419	168	247	3,064	6%
Wellington Rockwell Green and West	3	4,595	6%	52	21	31	4,626	6%
West Monkton	3	3,743	-14%	2,090	836	1,207	4,950	14%
Wiveliscombe and West Deane	2	2,968	2%	163	65	103	3,071	6%
TOTAL	56	81,162		7,173	2,869	4,231	85,393	

No of electors¹
% variance²

Source: TDBC electoral register 01 April 2016
Formula taken from Electorate proforma supplied by
LGBCE

Projected additional
dwellings²

Source: TDBC Housing Trajectory January 2016, however it is currently being updated

Adjustments for moves
within TDBC⁴

40% of projected additional dwellings. Source: TDBC SHMA 2009 calculates that 60.2% of household moves are within the Borough. 2011 Census analysis gives a national figure of 59%. Further analysis required to determine a TDBC figure from the 2011 Census data.

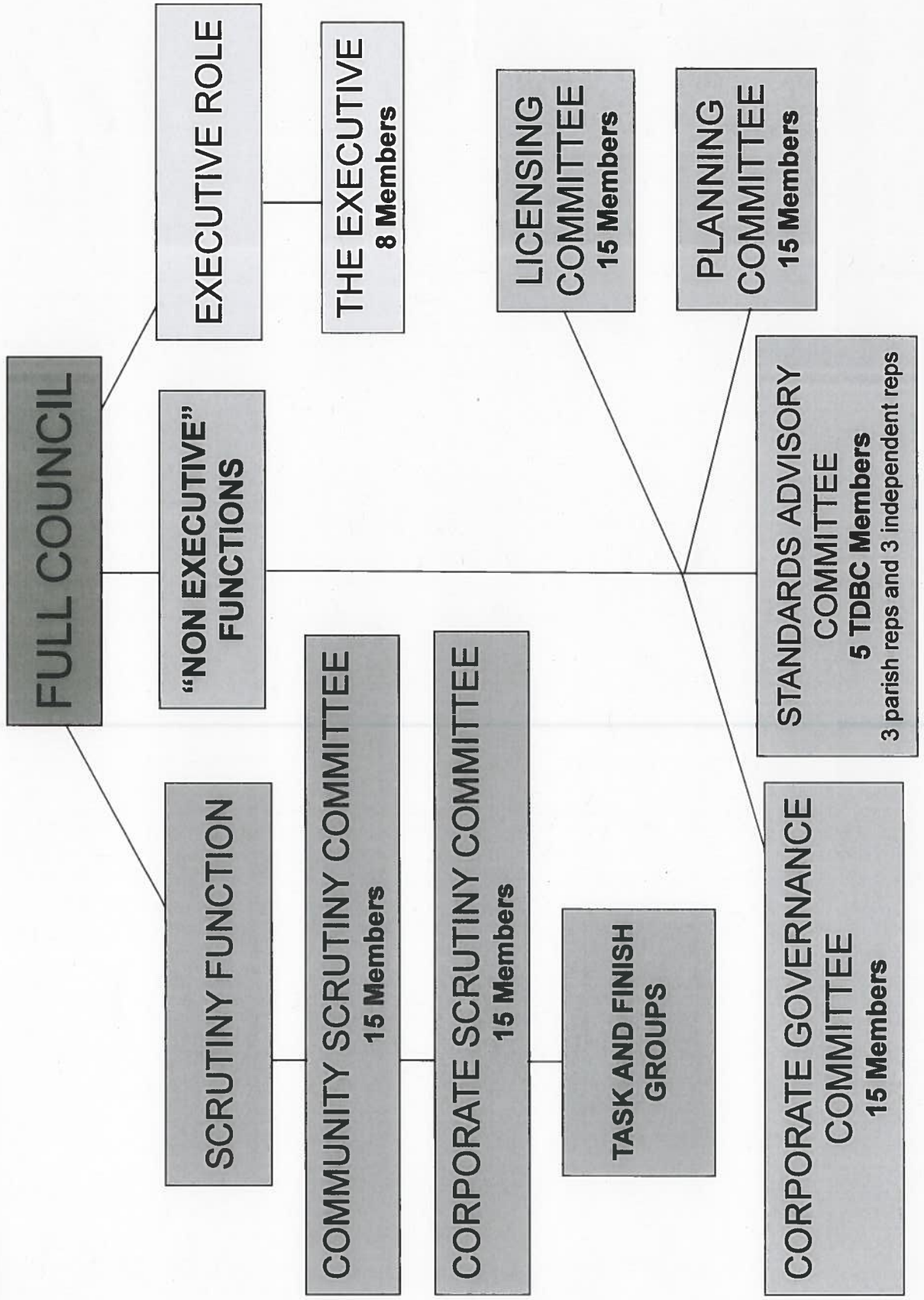
Potential additional voters⁵

Calculated by multiplying the additional number of dwellings by the average number of electors per property for that ward, as at April 2016. See Tab: Dec 2015 Ward Property_Electors for breakdown figures.

Potential Ward Total mid-
2022⁶

Number of electors as at April 2016 plus potential additional voters.

TDBC COMMITTEE STRUCTURE



Taunton Deane Borough Council – 56 Members

Member	Group	Position
Cllr M Hill	Liberal Democrat	Chairman and Mayor of Taunton Deane
Cllr V Stock-Williams	Conservative	Deputy Mayor
Cllr J Adkins	Conservative	
Cllr M Adkins	Conservative	
Cllr T Aldridge	UKIP	
Cllr T Beale	Conservative	
Cllr P Berry	Conservative	
Cllr J Blatchford	Conservative	
Cllr R Bowrah, BEM	Conservative	
Cllr W Brown	Conservative	
Cllr N Cavill	Conservative	
Cllr S Coles	Liberal Democrat	
Cllr W Coombes	Conservative	
Cllr D Cossey	Conservative	
Cllr T Davies	Conservative	
Cllr D Durdan	Conservative	
Cllr K Durdan	Conservative	
Cllr C Edwards	Conservative	
Cllr M Edwards	Conservative	
Cllr H Farbahi	Liberal Democrat	
Cllr M Floyd	Liberal Democrat	
Cllr J Gage	Conservative	
Cllr E Gaines	Independent	
Cllr A Govier	Labour	
Cllr A Gunner	Conservative	
Cllr R Habgood	Conservative	
Cllr T Hall	Conservative	
Cllr C Herbert	Conservative	
Cllr C Hill	Conservative	
Cllr J Horsley	Liberal Democrat	
Cllr J Hunt	Conservative	
Cllr G James	Conservative	
Cllr R Lees	Liberal Democrat	
Cllr S Lees	Liberal Democrat	

Cllr L Lisgo, MBE	Labour
Cllr S Martin-Scott	Conservative
Cllr I Morrell	Independent
Cllr S Nicholls	Liberal Democrat
Cllr R Parrish	Conservative
Cllr H Prior-Sankey	Liberal Democrat
Cllr J Reed	Conservative
Cllr S Ross	Independent
Cllr R Ryan	Conservative
Cllr F Smith	Liberal Democrat
Cllr Miss F Smith	Liberal Democrat
Cllr P Stone	Liberal Democrat
Cllr A Sully	Conservative
Cllr N Townsend	Conservative
Cllr C Tucker	Conservative
Cllr J Warmington	Conservative
Cllr P Watson	Conservative
Cllr D Webber	Conservative
Cllr D Wedderkopp	Liberal Democrat
Cllr J Williams - Leader of the Council	Conservative
Cllr G Wren	Conservative

Appointments

Executive Members:

Cllr T Beale – Housing Services

Cllr P Berry – Environmental Services & Climate Change

Cllr M Edwards – Business Development & Asset Management & Communications
(Deputy Leader)

Cllr R Habgood – Planning Policy & Transportation

Cllr C Herbert – Sports, Parks and Leisure

Cllr R Parrish – Corporate Resources

Cllr J Warmington – Community Leadership

Cllr J Williams – Leader of the Council

Standards Advisory Committee

Cllr Mrs J Adkins

Cllr T Davies

Cllr E Gaines

Cllr Miss F smith

Cllr G Wren

Tenant Services Management Board

Cllr R Bowrah

Cllr S Coles

Community Scrutiny Committee Members

Cllr S Coles – Chairman

Cllr Ms L Lisgo, MBE – Vice-Chairman

Cllr Mrs J Adkins

Cllr Mrs J Blatchford

Cllr D Cossey

Cllr T Davies

Cllr Mrs C Edwards

Cllr Mrs M Floyd

Cllr S Martin-Scott

Cllr H Prior-Sankey

Cllr R Ryan

Cllr N Townsend

Cllr P Watson

Cllr Ms D Webber

Constitutional Sub-Committee Members

Cllr W Brown

Cllr J Horsley

Cllr S Ross

Cllr Mrs V Stock-Williams

Co-ordinating Scrutiny Committee Members

Cllr S Coles

Cllr Ms L Lisgo, MBE

Cllr Miss F Smith

Cllr Mrs F Smith

Corporate Governance Committee Members

Cllr Mrs V Stock-Williams – Chair

Cllr Mrs J Blatchford – Vice-Chair

Cllr N Cavill

Cllr S Coles

Cllr D Cossey

Cllr A Govier

Cllr T Hall

Cllr J Hunt

Cllr R Lees

Cllr R Ryan

Cllr Miss F Smith

Cllr A Sully

Cllr Mrs C Tucker

Cllr Ms D Webber

Cllr D Wedderkopp

Corporate Scrutiny Committee Members

Cllr Miss F Smith – Chair

Cllr Mrs F Smith – Vice-Chair

Cllr M Adkins

Cllr N Cavill

Cllr W Coombes

Cllr E Gaines

Cllr Mrs A Gunner

Cllr T Hall

Cllr J Horsley

Cllr G James

Cllr R Lees

Cllr Mrs J Reed

Cllr Mrs V Stock-Williams

Cllr Mrs C Tucker

Cllr G Wren

Licensing Committee Members

Cllr Miss K Durdan – Chair

Cllr G James – Vice-Chairman

Cllr Mrs J Adkins

Cllr W Brown

Cllr T Davies

Cllr Mrs C Edwards

Cllr Mrs M Floyd

Cllr J Gage

Cllr Mrs A Gunner

Cllr J Hunt

Cllr Mrs S Lees

Cllr S Nicholls

Cllr S Ross

Cllr Miss F Smith

Cllr A Sully

Planning Committee Members

Cllr R Bowrah, BEM – Chairman

Cllr S Coles – Vice-Chairman

Cllr M Adkins

Cllr W Brown

Cllr Mrs M Floyd

Cllr J Gage

Cllr C Hill

Cllr S Martin-Scott

Cllr I Morrell

Cllr S Nicholls

Cllr Mrs J Reed

Cllr N Townsend

Cllr P Watson

Cllr D Wedderkopp

Cllr G Wren

Members Attendance Summary

Appendix 6

Party	Committee	Actual	Possible	%	Subs	Full Council - 5 actual attendance
C	Community Scrutiny					
	Licensing					
	Standards	4	8	63	1	4
C	Corporate Scrutiny					
	Planning	18	19	100	1	5
UKIP						5
C	Executive	5	7	71		4
C	Executive	7	7	100		5
C	Community Scrutiny					
	Corporate Governance	4	7	57		3
C	Planning	10	12	83		4
C	Licensing					
	Planning	14	14	100		5
C	Corporate Governance					
	Corporate Scrutiny	7	9	78		3
Lib. Dem.	Community Scrutiny					
	Corporate Governance					
	Planning	19	19	100		5
C	Corporate Scrutiny	5	7	100	2	5
C	Corporate Governance					
	Community Scrutiny	2	7	28		2
C	Community Scrutiny					
	Licensing					
	Standards	10	10	100		3
C						4
C	Licensing	1	1	100		3
C	Community Scrutiny					
	Licensing	4	6	83	1	5

C	Executive	4	7	57		5
C						4
Lib. Dem.	Community Scrutiny					
	Licensing					
	Planning	15	19	100	4	2
C	Licensing					
	Planning	9	14	76	2	5
Ind.	Corporate Scrutiny					
	Standards	7	7	100		5
Lab.	Corporate Scrutiny					5
C	Corporate Scrutiny					
	Standards	5	8	63		4
C	Executive	7	7	100		5
C	Corporate Governance					
	Corporate Scrutiny	7	9	89	1	5
C	Executive	4	7	57		3
C	Planning	9	12	100	3	4
Lib. Dem.						5
Lib. Dem.	Corporate Scrutiny	6	7	100	1	4
C	Corporate Governance					
	Licensing	3	4	75		5
C	Corporate Scrutiny					
	Licensing	8	9	89		5
Lib. Dem.	Corporate Governance					
	Corporate Scrutiny	5	9	100	4	5
Lib. Dem.	Licensing		2	50	1	4
Lab.	Community Scrutiny	3	5	60		4
C	Community Scrutiny					
	Planning	13	17	100	4	4
Ind.	Planning	12	12	100		5
	Licensing					
Lib. Dem.	Planning	10	12	100	2	5

C	Executive	6	7	85		5
Lib. Dem.	Community Scrutiny	5	5	100		4
C	Corporate Scrutiny					
	Planning	13	19	84	3	4
Ind.	Licensing		1	100	1	2
C	Communtiy Scrutiny					
	Corporate Governance	5	7	100	2	5
Lib. Dem.	Corporate Governance					
	Corporate Scrutiny					
	Licensing					
	Standards	11	12	92		5
Lib. Dem.	Corporate Scrutiny	5	7	100	2	5
C	Corporate Governance					
	Corporate Scrutiny	6	7	100	1	4
Lib. Dem.						5
C	Corporate Governance					
	Licensing	3	4	75		5
C	Community Scrutiny					
	Planning	17	17	100		5
C	Corporate Governance					
	Corporate Scrutiny	8	9	89		3
C	Executive	7	7	100		5
C	Community Scrutiny					
	Planning	15	17	100	2	5
C	Community Scrutiny					
	Corporate Governance	7	7	100		2
C	Corporate Governance					
	Planning	10	14	79	1	3
C	Executive	7	7	100		5
C	Corporate Scrutiny					
	Planning					
	Standards	14	20	80	2	4

		Actual	Possible	Subs
Overall		423	523	41
	C	230	294	28
	L	3	5	
	Lib.Dem	76	92	14
	Ind	19	20	1

Article 5 Chairing the Council

5.1 The Mayor

The councillor elected to fulfil the role of chairing meetings of the Borough Council shall have the title of "Mayor". The Mayor is elected by the Council annually.

5.2 Role and Function

The Mayor (and in his or her absence- the Deputy Mayor) shall have the following roles and functions:-

- (a) to be the first citizen of the Borough and to represent and symbolise the Council on all formal and ceremonial occasions;
- (b) to uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary;
- (c) to preside over meetings of the Council so that its business can be carried out efficiently and having full regard to the rights of councillors and the interests of the community;
- (d) to ensure that the Council meeting is a forum for the debate of matters of concern to the local community and where (in addition to the Overview and Scrutiny Committees) members- who are not on the Executive - are able to hold the Executive to account;
- (e) to promote public involvement in the Council's activities;
- (f) to attend such civic and ceremonial functions as the Council and he/she determines appropriate; and
- (g) to use the powers created elsewhere in this Constitution for the resolution of disputes and, in exceptional cases, where approval of urgent action is needed.

Article 6 The Executive

6.1 Role

The Executive will carry out all of the Council's functions which are not the responsibility of any other part of the Council, whether by law or under this Constitution.

6.2 Form and composition

The Executive will consist of the Leader, Deputy Leader and six councillors ("Executive Councillors") appointed to the Executive by the Leader with the agreement of the controlling Party Group or Groups.

6.3 Leader

The Leader will be a councillor elected to that position by the Full Council. Subject to the exceptions in Article 6.5 below, the Leader will hold office for the duration of his/her four year term which will be extended until the Annual Meeting after the election where his/her successor will be appointed.

6.4 Deputy Leader

The Leader must appoint a Deputy Leader from one of his members of the Executive. The Deputy Leader, unless he resigns as Deputy Leader or ceases to be a member of the authority, is to hold office until the end of the term of office of the Executive Leader. The Leader may, if he/she thinks fit, remove the Deputy Leader from office.

Where a vacancy occurs in the office of Deputy Leader, the Leader must appoint another executive member in his place.

If for any reason the Leader is unable to act or the office of Leader is vacant, the Deputy Leader must act in his/her place.

If for any reason:

- (a) the Leader is unable to act or the office of Leader is vacant, and
- (b) the Deputy Leader is unable to act or the office of Deputy Leader is vacant, the Executive must act in the Leader's place or must arrange for a member of the Executive to act in his place.

6.5 Term of Office- Exceptions

Events which will result in the Leader's term of office ending prematurely are:-

- (a) he or she resigns from the office; or

- (b) he or she is suspended from being a councillor (under Part III of the Local Government Act 2000); or
- (c) he or she is no longer a councillor; or
- (d) he or she is removed from office by special resolution of the Council (using the procedure set out in Article 6.9.

6.6 Other Executive members

Other Executive members shall hold office until:-

- (a) the happening of any of the events set out in Article 6.5; or
- (b) they are removed from office by the Leader who must give written notice of any removal to the Chief Executive and to the Executive Councillor. The removal will take effect two working days after receipt of the notice by the Chief Executive.

6.7 Proceedings of the Executive

Proceedings of the Executive shall take place in accordance with the Executive Procedure Rules set out in Part 4 of this Constitution.

6.8 Responsibility for functions

(a) The Executive

It shall be the function of the Executive meeting together to design and allocate Portfolios to each of their number.

(b) The Leader

It will be the duty of the Leader to:-

- (1) Redefine, clarify and update the list of these Portfolios set out in Part 3 of this Constitution.
- (2) Similarly note the names of those Executive Councillors to whom those portfolios have been allocated by him/her.
- (3) Note those Executive functions which have been similarly allocated to the officers, to any Area Committees or to joint arrangements.

6.9 "Special Resolution"

This is the process referred to in 6.5 and 6.6 above whereby - in exceptional circumstances- the Leader or a member of the Executive may be removed by full Council.

Article 2 Members of The Council

2.1 Who are your Councillors?

(a) **Composition.** The Council is made up of 56 members or councillors. One or more of these councillors is elected by the voters of each of our 26 wards. Our current warding map- which dates from May 2007- (see Part 8) was drawn up by the independent Boundary Committee and approved by the Secretary of State. The sizes of electorates in these wards are regularly reviewed by the Boundary Committee to make sure that all voters are fairly represented.

(b) **Eligibility.** Only registered voters of the Borough or those living or working here are legally eligible to hold the office of councillor.

2.2 Election and terms of councillors

(a) The regular election of councillors is held every four years- 2007, 2011 etc. Sometimes a seat will become vacant, leading to a by election being held.

(b) Details of the current 56 councillors and the wards they represent are set out in Part 8 of this Constitution .

2.3 Roles and functions of all councillors

(a) Key roles

All councillors are expected to:-

- (i) collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions;
- (ii) contribute to the good governance of the area and actively encourage community participation and the involvement of local people in decision making;
- (iii) effectively represent the interests of their ward and of individual constituents;
- (iv) respond to constituents' enquiries and representations ,fairly and impartially;
- (v) participate in the governance and management of the Council ;
- (vi) maintain the highest standards of conduct and ethics .

(b) **Rights and duties**

- (i) Councillors have legal rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions.
- (ii) Councillors will not make public any information, which is either "confidential" or "exempt", without the consent of the Council, nor will they divulge information given in confidence to anyone - other than to a councillor or officer entitled to know it.
- (iii) For these purposes, "confidential" and "exempt" information have special meanings, which are defined in the Access to Information Rules in Part 4 of this Constitution.

(c) **Conduct**

Councillors must at all times observe the Members' Code of Conduct and the protocol on Member/Officer Relations set out in Part 5 of this Constitution.

(d) **Allowances**

Councillors are entitled to receive allowances in accordance with the Members' Allowances Scheme set out in Part 6 of this Constitution.

List of Outside Bodies

Body	Member Appointed
Blackdown Hills Joint Advisory Committee	Cllr Mrs Charlotte Edwards
Brewhouse Theatre	Cllr Norman Cavill
Cycle Somerset	Cllr Roger Habgood
Friends of Konigslutter	Cllr Dave Durdan
Friends of Vivary Park	Cllr Terry Hall
Hestercombe Gardens Trust	Cllr Mrs Marcia Hill
Hinkley Point Site Stakeholder	Cllr Roger Habgood
Local Government Association General Assembly	Cllr Roger Habgood Cllr Mrs C Herbert
Parrett Catchment Project Management Committee	Cllr Gwil Wren
Parrett Internal Drainage Board	Cllr Dave Durdan Cllr Phillip Stone
Quantock Hills Joint Advisory Committee	Cllr Nick Townsend
Safer Somerset Partnership	Cllr Mrs Jane Warmington
Somerset Armed Forces Community Covenant Champion	Cllr Bob Bowrah
Somerset Biodiversity Steering Group	Cllr Gwil Wren
Somerset Health and Wellbeing Board	Cllr Mrs Vivienne Stock-Williams
Somerset Levels and Moors Leader Executive Group	Cllr Dave Durdan
Somerset Playing Fields Association	Cllr Dave Durdan
Somerset Primary Care Trust	Cllr Richard Parrish

Somerset Public Transport Forum	Cllr Roger Habgood
Somerset Rivers Authority	Cllr John Williams Cllr Norman Cavill
Somerset Waste Board	Cllr Patrick Berry Cllr Steve Ross
Somerset Water Management Board	Cllr Dave Durdan
Somerset Waterways Committee	Cllr Dave Durdan
South West Audit Partnership Board	Cllr Mrs Julia Blatchford Cllr Vivienne Stock-Williams
South West Councils Employers Panel	Cllr Richard Parrish
South West Councils Membership	Cllr John Williams
Taunton Deane Bowling Club	Cllr Terry Hall
Taunton Heritage Trust	Cllr N Cavill Cllr Terry Hall Cllr Ms Libby Lisgo

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
MON								1				
TUES		2 Community Scrutiny 6:15 pm	1 Comm Scrutiny 6:15					2 Corporate Scrutiny AS 5:30 pm			1 Community Scrutiny 6:15 pm	
WED			2 Licensing 6:15 pm				1 Licensing Committee 6:15 pm	3			2 Planning 5:00 pm	
THUR		4 Constitutional Sub-Committee 11:00 am Executive 6:15 pm	3 Taunton Unparished Area Advisory Panel 6:00 pm				2 Corporate Scrutiny 6:15 pm	4 Executive 6:15 pm	1 Constitutional Sub-Committee 11:00 am Co-ordinating Scrutiny 5:30 pm		3	1 Constitutional Sub-Committee 11:00 am Co-ordinating Scrutiny 5:30 pm
FRI	1 Bank Holiday	5	4	1		3	1	5	2		4	2
SAT	2	6	5	2		4	2	6	3	1	5	3
SUN	3	7	6	3	1	5	3	7	4	2	6	4
MON	Executive AS 5:30pm	8	7	4	2 Bank Holiday	6	4	8	5	3	7	5
TUES	5 Community Scrutiny 6:15 pm	9 Corporate Scrutiny Agenda Setting 5:30pm Informal Council 6:30pm	8	5 Community Scrutiny 6:15 pm	3 Co-ordinating Scrutiny 5:30 pm Tenant Services Managem't Board 6 pm	7 Corp Gov AS 11 am Comm Scrutiny 6:15pm	5 Standards Committee 2:30 pm	9	6 Corp Gov AS 11 am Standards 2:30 pm	4 Council 6:30 pm	8 Corporate Scrutiny Agenda Setting 5:30pm	6 Corporate Governance 6:15 pm
WED	6 Planning 5:00 pm	10	9 Executive 6:15 pm	6 Planning 5:00 pm	4	8	6	10 Planning 5:00 pm	7 Taunton Unparished Area Adv Panel 6 pm	5	9 Executive 6:15 pm	7 Planning 5:00 pm
THUR	7 Members' Briefing 6:15 pm	11 Co-ord Scrutiny 5:30pm	10	7 Members' Briefing 6:15 pm	5 PCC ELECTION	9 Executive 6:15 pm	7 Executive 6:15 pm	11 Corporate Scrutiny 6:15 pm	8 Executive 6:15 pm	6 Executive 6:15 pm	10	8 Corporate Scrutiny 6:15 pm
FRI	8	12	11	8	6	10	8	12	9	7	11	9
SAT	9	13	12	9	7	11	9	13	10	8	12	10
SUN	10	14	13	10	8	12	10	14	11	9	13	11
MON	11	15	14	11 Executive AS 5:30 pm	9	13	11 Corporate Scrutiny Agenda Setting 5:30pm	15	12	10	14 Tenant Services Managem't Board 6pm	12
TUES	12 Corporate Scrutiny AS 5:30 pm Members' Briefing 6:15 pm	16	15 Standards Committee 2:30 pm	12 Council 6:30 pm	10 Corporate Governance Agenda Setting 11:00 am	14 Corporate Scrutiny AS 5:30 pm	12 Council 6:30 pm	16	13 Corp Scrutiny AS 5.30	11 Corporate Scrutiny AS 5:30 pm	15 Standards Committee 2:30 pm	13 Council 6:30 pm
WED	13	17	16 Planning 5:00 pm	13	11	15	13 Planning 5:00 pm	17	14	12 Planning 5:00 pm	16 Licensing 6:15 pm	14 Tenant Services Managem't Board 6pm
THUR	14 Corporate Scrutiny 6:15 pm	18 Community Scrutiny Agenda Setting 5:30pm Corp Scrutiny 6:15 pm	17	14 Community Scrutiny Agenda Setting 5:30pm	12 ANNUAL COUNCIL 6.30 pm	16 Community Scrutiny Agenda Setting 5:30pm	14 Community Scrutiny Agenda Setting 5:30pm	18 Community Scrutiny Agenda Setting 5:30pm	15 Community Scrutiny Agenda Setting 5:30pm	13	17 Community Scrutiny Agenda Setting 5:30pm Corporate Scrutiny 6:15	15 Community Scrutiny Agenda Setting 5:30pm
FRI	15	19	18	15	13	17	15	19	16	14	18	16
SAT	16	20	19	16	14	18	16	20	17	15	19	17
SUN	17	21	20	17	15	19	17	21	18	16	20	18
MON	18	22	21 Corporate Governance 6:15 pm	18	16	20 Armed Forces Day	18	22 Tenant Services Managem't Board 6 pm	19 Corporate Governance 6:15 pm	17	21 Corporate Governance AS 11 am Executive AS 5:30 pm	19
TUES	19 Standards Committee 2:30 pm	23 Corporate Governance AS 11 am Council 6:30 pm	22 Corporate Scrutiny Agenda Setting 5:30pm	19 Corporate Scrutiny Agenda Setting 5:30pm	17	21 Corporate Governance 6:15 pm	19	23	20 Tenant Services Managem't Board 6 pm	18	22	20
WED	20	24 Planning 5:00 pm	23	20	18	22 Planning 5:00 pm	20	24 Licensing 6:15 pm	21 Planning 5:00 pm	19	23 Planning 5:00 pm	21
THUR	21 Community Scrutiny Agenda Setting 5:30pm Corp. Scrutiny 6:15 pm	25 Tenant Services Managem't Board 6 pm	24 Comm Scrutiny AS 5.30	21 Executive 6:15 pm	19 Constitutional Sub-Committee 11:00am	23 Corporate Scrutiny 6:15 pm	21 Corporate Scrutiny 6:15 pm	25 Executive Agenda Setting 5:30 pm	22 Corporate Scrutiny 6:15 pm	20 Community Scrutiny Agenda Setting 5:30pm Corp. Scrutiny 6:15 pm	24	22
FRI	22	26	25 Bank Holiday	22	20	24	22	26	23	21	25	23
SAT	23	27	26	23	21	25	23	27	24	22	26	24
SUN	24	28	27	24	22	26	24	28	25	23	27	25
MON	25 Executive AS 5:30 Tenant Services Managem't Board 6 pm	29 Executive AS 5:30 pm	28 Bank Holiday	25	23	27 Executive Agenda Setting 5:30 pm Tenant Services Managem't Board 6 pm	25 Executive AS 5:30 pm Tenant Services Managem't Board 6 pm	29 Bank Holiday	26 Executive Agenda Setting 5:00 pm	24 Tenant Services Managem't Board 6pm	28 Community Scrutiny 6:15 pm	26 Bank Holiday
TUES	26 Special Council 6.30		29	26 Community Scrutiny 6:15 pm	24 Standards 2:30 pm Corp Scrutiny AS 5.30 Corp. Governance 6:15	28 Community Scrutiny 6:15 pm	26	30 Community Scrutiny 6:15 pm	27 Community Scrutiny 6:15 pm	25	29 Corporate Scrutiny Agenda Setting 5:30pm	27 Bank Holiday
WED	27 Planning 5:00 pm		30	27 Planning 5:00 pm	25 Planning 5:00 pm	29 Members' Briefing 6:15	27 Comm Scrutiny 6:15pm	31 Planning 5:00 pm	28	26	30 Executive 6:15 pm	28
THUR	28		31 Corporate Scrutiny 6:15 pm	28 Corporate Scrutiny 6:15 pm	26 Comm Scrutiny AS 5.30	30	28		29 Members' Briefing 6:15	27		29
FRI	29			29	27		29		30	28		30
SAT	30			30	28		30		31	29		31
SUN	31				29					30		
MON					30 Bank Holiday					31 Executive AS 5.30		
TUES					31 Executive AS 5.30 Tenant Services Managem't Board 6 pm							

School Holidays are highlighted in yellow. AS = Agenda Setting PAG = Policy Advisory Group (not open to press or public) AP = Area Panel March meeting of Tenant Services Management Board – date TBC

Section 4 Delegations to Executive Councillors and Officers

7.1 Principle 1

The overriding principle upon which the Council's Delegation Scheme is founded is:-

All the Council's statutory powers and duties in relation to the functions and activities (listed in the following table) are delegated to the Executive and from there (as shown) to the Leadership Team. Those listed include all such incidental and ancillary powers as are needed in order to carry out those functions together with all statutory powers delegated to the Executive by another Local Authority by virtue of an agreement under the Local Government Acts.

The consequent powers to make all operational decisions as to the Council's services are delegated to the Head of Paid Service, to the S.151 Officer and the Monitoring Officer (these are referred to as the "statutory officers"), together with the Directors and the Assistant Directors (the "Leadership Team"), so long as the decision:-

- (a) falls within the Council's Policy Framework; and
- (b) is otherwise within our approved policies; and
- (c) complies with the law, Financial Regulations, Standing Orders, Contract Standing Orders and the other controls within this Constitution; and
- (d) is wholly in accordance with the budget for the current and following year, and
- (e) has not been disapproved by any of the "statutory officers"; and
- (f) has not been the subject of a request from the responsible Executive Councillor for the decision to be remitted to the Executive.

7.2 Principle 2

Even where a statutory power has been delegated, the delegatee still retains a discretion as to how the decision is to be taken. Either:-

- (a) to deal with it him/herself;
- (b) to "remit" the decision - "upwards" (that is - in order to seek endorsement of a proposed decision) -in the case of "executive matters" to the Executive, or in the case of a non-executive matter to the Council or to the Planning Committee or to an Overview and Scrutiny Committee ;
- (c) to further delegate that power;
- (d) to consult others before exercising the power;
- (e) to take the decision jointly with other Executive CounCillors or officers.

7.3 Principle 3

It is expected that, within these delegations, the officers will keep Executive Councillors fully briefed as to the services for which they are responsible and that they will consult with the relevant Executive Councillor on issues where either believe that this is needed. Built upon this foundation, It is anticipated that this will mean that a number of otherwise delegated decisions will, in practice, be taken either by, or in consultation with, the Executive Councillor where s/he believes the matter to be one of particular sensitivity or corporate significance.

7.4 Principle 4

So as to avoid any misunderstandings as to the exercise of these powers, each member of the Leadership Team will agree with the appropriate Executive Councillor a general approach towards the working arrangements they intend to adopt between them as to:-

- (a) service briefing;
- (b) decision-making;
- (c) consultation with the Executive Councillor;
- (d) the scope for joint decisions;
- (e) the way those decisions will be formally recorded.

7.5 Principle 5

Any further general delegation of specific statutory powers by Corporate Management Team to an officer under Principle 2 shall be made in writing and shall record its extent and any limitations on the exercise of those powers.

A copy of any such delegation shall be provided to the Monitoring Officer who, as "proper officer", when so required has the duty to formally certify the existence and validity of those statutory powers, in any legal proceedings, or to sign formal agreements on the Council's behalf giving effect to those decisions.

7.6 Within these principles the following table lists the range of functions for which all the Council's statutory powers and duties are delegated to the Executive and thence to the Leadership Team. The table shows the current services portfolios, each of which is held by an Executive Councillor as responsible for the overall policy direction for that service. The table also shows the "lead officer" who is primarily responsible for the delivery of that service. Any limits upon the delegations to the officers (other than those listed above) are shown here.

(Note: Both the extent of the portfolio held by an Executive Councillor and the identity of the "lead officer" are subject to change at the discretion of the Leader and the Chief Executive respectively. The electronic version of this Constitution will show the position as is then current.)

9.10 Terms of Reference for the Overview and Scrutiny Committees

Community Scrutiny Committee

To examine the issues that impact on all segments of the community in respect of all services delivered by the Council and/or other public bodies or partnerships;

To examine the performance and management of the Council's services in delivering the Corporate Strategy;

To undertake consideration of the achievement of value for money in partnership working;

To develop policies and initiatives to provide the service delivery needed by community and the promotion of neighbourhood renewal;

To encourage public participation in assessing the standards and level of service desired by the community and the performance of the Council in achieving the desired outcomes for its service delivery;

To consider such decisions of the Executive as are within the remit of the committee and have been called-in by Members;

To review or scrutinise decisions made, or other action taken, in connection with the discharge of the Council's crime and disorder functions and to make such reports or recommendations as deemed appropriate.

Corporate Scrutiny Committee

To examine the planning, performance and management of the Council's services in undertaking the key tasks to achieve the objectives of the Corporate Strategy priorities including monitoring compliance with budget, achievement

of desired outcomes and customer satisfaction (where appropriate), best value and value for money reviews;

To monitor the Council's financial performance and allocation of all resources in accordance with the corporate plan priorities, and the management of its assets and capital programme;

To assess the attainment of performance measurements and overall performance of the Council in achieving the aspiration of the community it serves;

To consider such decisions of the Executive as are within the remit of the committee and have been called-in by members;

To consider matters which have come to the committee's attention.

9.11 Co-ordinating Scrutiny Committee

This committee shall consist of the chairman and vice chairman of each of the Overview and Scrutiny committees and shall meet on a quarterly basis or as deemed necessary. The Committee shall also invite the Proper Officer and Leader of the Council to these meetings.

The purpose of these meetings is to manage the Forward Plan for both committees to ensure that there is an even distribution of work. Where a matter for consideration by an Overview and Scrutiny Committee also falls within the remit of another Overview and Scrutiny committee the decision as to which Overview and Scrutiny Committee will consider it will be resolved by this committee in consultation with the Proper Officer.

New Councillor Induction Programme 2015

Taunton Deane Borough Council

All sessions will be held in the John Meikle Room, The Deane House unless otherwise stated

- Tuesday, 12 May- 1.30 p.m. to 4 p.m.- **Welcome session**- Introduction to the Council by the Joint Chief Executive and the other members of the Joint Management Team (To include the background to the Sharing of Services). "If I knew then what I know now"Re-elected Councillors to share some of their experiences with newly appointed Members. Mock Council Meeting. Issue of Information Packs/Photographs for IDbadges/Members IT.
- Wednesday, 13 May-6.15 p.m. – **The Corporate Strategy of the Council and its Financial Position.**
- Friday, 15 May – 2 p.m. –**A brief introduction to the Council** – Its Committee Structure, Procedures including Scrutiny, the Mayoralty, the Constitution, the Members' Code of Conduct and reputational issues.
- Monday, 18 May- 6 p.m. -**The Role of a Councillor**- Outside facilitator to cover the roles and responsibilities of the new Councillor- The same session is being offered at West Somerset House on Tuesday, 19 May at 10.30 a.m. (both open to all new Councillors)- so if the Monday evening session is not convenient, feel free to come along to the Williton session.
- Wednesday, 20 May- 6.30 p.m.- **Annual Council Meeting** at the Somerset County Cricket Club, Priory Bridge Road, Taunton.
- Thursday, 21 May – 6.15 p.m.- **The Role of a Councillor on the Planning Committee** - *Mandatory training for all new Councillors appointed to the Planning Committee. The same session is being offered at West Somerset House at 2.30 p.m. (both open to all new Councillors appointed to one of the Planning Committees) – so if the evening session is not convenient, feel free to come along to the Williton session.
- Tuesday, 2 June- 5.30 p.m. – **Licensing Training** for Members of both Councils at The Deane House- to coincide with the scheduled meeting of the TDBC Licensing Committee. *This too is essential training for all new Councillors appointed to the Licensing Committee.

- Friday, 19 June- Essential Skills for the 21st Century Councillor- Taster Day- See flyer attached. This event, being arranged by South West Councils, promises to be a very useful and informative day. Interest in this Taster Day will be sought after the elections, to enable a booking to be made.
- June Onwards (Dates to be agreed) :-
 - An introduction to Local Government Scrutiny
 - Audit Training -facilitated by the South West Audit Partnership Ethical Governance -Code of Conduct; Disposable Pecuniary Interests and other Interests; Standards Committee ; Freedom of Information; Data Protection; Fraud and Corruption; Whistleblowing
 - Risk Management; Dealing with Conflict
 - Equalities and Diversity; Health and Safety Briefing Growth and Development
 - ICT
 - Service Planning Social
 - Media
 - Development of Local Plans
 - Safeguarding Training
 - Getting Things Done; Casework Partnership
 - Working
 - The Taunton Unparished Area
 - Tour of the District (including a visit to West Somerset House in Williton)

Ethical Governance Training for the Parish

Local Government Boundary Review Taunton Deane

The review of Taunton Deane Borough Council is due to be implemented at the 2019 Council Elections

The timetable for this is submission of electoral data forecasts etc. and submission of draft council size proposals by 29th April 2016.

Formal submission of draft council size proposals by 6th May to be agreed at Council size meeting on 21st of June 2016.

Draft recommendations published 8th November consultation between 8th November and 9th January 2017.

Final recommendations published 14th March 2017 and order laid April 2017.

Council size is the starting point in any electoral review since it determines the average number of electors per Councillor to be achieved across all wards of the authority.

TDBC have the third largest number of cllrs in the CIPFA nearest neighbour's comparison. South Somerset have 60. We and South Kesteven have 56, Mendip have 47 and mid Devon 42.

We are aiming to get to low 40s.

The LGBC are requiring us to show the council will be able to continue to perform its responsibilities with the number of cllrs we propose. These responsibilities are scrutiny and quasi-government like licensing, planning etc.

We expect an average of about 10 on committees down from 15 each.

Some of our cllrs currently do not have any committee responsibility and some only attend others that meet infrequently e.g. licensing. This would seem to imply we have too many cllrs.

The LGBC require details of our community roles outside the Council, so the PFH will be asked to supply this information and to know about PFH roles

Officers will draw up warding proposals.

The LGBC are required to take into account changes to the number and distribution of electors likely to take place within five years following the end of the review. The end of our review is March 2017 so the design date is March 2022. So it is this date our forecasts of electors should be based on.

Broadly the LGBC will look at the governance arrangements of the Council how it takes decisions across the broad range of its responsibilities, including scrutiny functions and the Council's responsibilities to outside bodies and the representational role of Councillors in the local community.

Record of Decisions	
Since May 15	12 months, Jan – Dec 2015
40	66

Executive agenda items			
Since May 15		12 months, Jan – Dec 15	
May	No Meeting - elections	January	3
June	1	February	6
July	4	March	4
August	No Meeting	April	No Meeting
September	4	May	No Meeting - elections
October	5	June	1
November	5	July	4
December	6	August	No Meeting
January 2016	No meeting	September	4
February 2016	7	October	5
		November	5
		December	6