

# CHILTERN DISTRICT COUNCIL

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## Governance and Electoral Arrangements Committee

**Wednesday, 10th December, 2014 at 6.30 pm**

**Large & Small Committee Room, King George V House, King George V Road,  
Amersham**

### A G E N D A

- 1 Evacuation Procedures
- 2 Election of Chairman
- 3 Appointment of Vice Chairman
- 4 Apologies for Absence
- 5 Declarations of Interest
- 6 Minutes (*Pages 5 - 18*)  
To agree the Minutes of the meetings of Constitution Review Committee held on 25 June and 2 July 2014, and the joint meeting of the Boundaries and Electoral Arrangements Committee and Constitution Review Committee held on 11 July 2013.
- 7 Governance & Electoral Arrangements Committee Terms of Reference (*Pages 19 - 20*)  
Members are asked to note the Governance & Electoral Arrangements Committee Terms of Reference agreed at Full Council on 22 July 2014.
- 8 Update on Individual Electoral Registration (*Pages 21 - 26*)

- 9 Polling Station Review (*Pages 27 - 32*)  
*Appendix 1 (Pages 33 - 34)*  
*Appendix 2 (Pages 35 - 36)*
- 10 Review of Format of Full Council (*Pages 37 - 40*)  
Members are asked to comment on the attached draft example of a potential Full Council Agenda.
- 11 Exclusion of the Public (if required)  
To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

**Note:** All Reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

**Membership: Governance and Electoral Arrangements Committee**

Councillors: M Z Bhatti  
N L Brown  
Mrs I A Darby  
A D Garnett  
A J Garth  
P M Jones  
D W Phillips  
N M Rose  
M Stannard  
N Stewert  
J F Warder

**Date of next meeting – Thursday, 12 February 2015**

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**CHILTERN DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
CONSTITUTION REVIEW COMMITTEE**  
held on **25 JUNE 2014**

**PRESENT:** Councillor N M Rose - Chairman  
“

Councillors: Miss P A Appleby  
N L Brown  
Mrs I A Darby  
D W Phillips  
M Stannard

**APOLOGIES FOR ABSENCE** were received from Councillors A J Garth,  
D G Meacock and M Vivis

**ALSO IN ATTENDANCE:** Councillor P Jones

**9 ELECTION OF CHAIRMAN**

**RESOLVED:**

**That Councillor N M Rose be appointed Chairman of the Constitution Review Committee for the ensuing municipal year.**

**10 APPOINTMENT OF VICE-CHAIRMAN**

**RESOLVED:**

**The Committee decided not to appoint a Vice Chairman**

**11 MINUTES**

**RESOLVED:**

**That the Minutes of the meeting held on 18 February 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.**

**12 DECLARATIONS OF INTEREST**

There were no declarations of interest

**13 DRAFT CHANGES TO THE CONSTITUTION**

The Chief Executive presented the report to the Committee which provided details of draft changes to the Constitution as a result of a previous report on options to streamline the workings of the Council in line with the work programme agreed by the Constitution Review Committee on 18 February 2014, specifically in relation to Overview and Scrutiny, and Policy Advisory

Groups (PAGs). Members were advised that there would be a further meeting of the Committee to consider suggested changes for full Council.

The key areas of focus in the report were:-

- Streamlining the workings of the Council
- Policy Advisory Groups (PAGs)
- Overview and Scrutiny
- Full Council
- Regulatory Committees
- Cycle of meetings
- Outside Body appointments

The Chief Executive presented the proposed changes to the Council's Constitution as detailed in paragraph 4 of the report.

Members were asked to consider the proposals contained in the report in respect of changes to the Constitution, as agreed previously by the Committee and to be presented to the next meeting of full Council on 22 July 2014. In addition members were asked to consider the need for further consideration in respect of a possible reduction of meetings, improvements to full Council meetings, a timetable and work programme for the committee and preparation of an 18 month meeting schedule once the structure of meetings was agreed.

The Head of Legal and Democratic Services presented the appendices to the report which detailed the Terms of Reference for the proposed new committees, as follows:

- Audit and Standards Committee
- Appeals and Complaints Committee
- Governance and Electoral Arrangements Committee
- Joint Appointments and Personnel Committee
- Proposed Amendment to the Cabinet Procedure Rules for Policy Advisory Groups
- Services Overview Committee
- Resources Overview Committee

Members considered the proposed Terms of Reference in detail and identified key areas for further consideration. Members were undecided on the formation of one Joint Personnel Committee for both authorities and after discussion it was agreed that both South Bucks DC and Chiltern DC should retain a Personnel Committee for each authority but the members of each Personnel Committee be appointed to the JAIC, which would deal with all the human resources aspects related to the joint arrangements, so that there is consistency in approach between authorities but also that local authority specific issues can be considered by the relevant Council at their Personnel Committee.

Members considered the merger of the Audit and Standards Committees to form one Committee, which was agreed subject to a panel being formed if a specific standards issue arose. Members were advised that there is no longer a requirement for independent members on Standards Committee and that a Hearing Sub-Committee formed of 3 members from the Audit and Standards Committee would be established if required for the purpose of considering a Standards (Code of Conduct) issue, and this requirement was included in paragraph 3(o) of the Terms of Reference.

During consideration of the Governance and Electoral Arrangements Committee Terms of Reference members asked that paragraph 3.6, which related to personnel matters, be deleted due to the retention of a Personnel Committee. It was agreed that further discussion was required in relation to the Personnel Committee due to the need to change the Inter Agreement and also other residue arrangements to be clarified.

Members considered the suggestion to establish five Policy Advisory Groups (PAGs) which would be linked to each Cabinet Portfolio Holder and would be a sounding board for the Cabinet Member. Discussions ensued in relation to the role, membership, political balance and flexibility of PAGs. The Chief Executive advised that it may be helpful for officers to prepare a management protocol note for PAGs to clarify these areas and also to provide structure for the work of the PAGs.

The Committee agreed to adjourn the meeting to a future date to conclude their consideration of the report on draft changes to the constitution.

**The meeting was adjourned at 6.30pm**



## CHILTERN DISTRICT COUNCIL

### MINUTES of the Reconvened Meeting of the CONSTITUTION REVIEW COMMITTEE held on 2 JULY 2014

**PRESENT:** Councillor N M Rose - Chairman  
“

Councillors: Miss P A Appleby  
Mrs I A Darby  
D G Meacock  
D W Phillips  
M Stannard

**APOLOGIES FOR ABSENCE** were received from Councillors N L Brown, A J Garth, and M Vivis

**ALSO IN ATTENDANCE:** Councillor J Burton

#### 14 DRAFT CHANGES TO THE CONSTITUTION

The Head of Legal and Democratic Services provided a recap of discussions at the previous adjourned meeting of the Committee in respect of details of draft changes to the Constitution as a result of a previous report on options to streamline the workings of the Council in line with the work programme agreed by the Constitution Review Committee on 18 February 2014, specifically in relation to Overview and Scrutiny, and Policy Advisory Groups (PAGs). Members were advised that there would be a further meeting of the Committee to consider suggested changes for full Council.

The key areas of focus in the report were:-

- Streamlining the workings of the Council
- Policy Advisory Groups (PAGs)
- Overview and Scrutiny
- Full Council
- Regulatory Committees
- Cycle of meetings
- Outside Body appointments

The Head of Legal and Democratic Services presented the appendices to the report which detailed the Terms of Reference for the proposed committees, including amendments as a result of discussions from the previous meeting of the Committee, as follows:

- Audit and Standards Committee
- Appeals and Complaints Committee
- Governance and Electoral Arrangements Committee
- Joint Appointments and Personnel Committee
- Proposed Amendment to the Cabinet Procedure Rules for Policy Advisory Groups
- Services Overview Committee
- Resources Overview Committee

Members considered the proposed Terms of Reference in detail including the proposed amendments.

### **Audit and Standards Committee**

Members considered the merger of the Audit and Standards Committees (**Appendix 1**) to form one Committee. For clarification the role of independent persons as observers to the existing Standards Committee was explained to confirm that due to changes in legislation in 2012 the independent persons no longer had voting rights, were purely observers and were not eligible to access confidential information. The current independent persons were appointed in 2012 under the new regime and were to be reappointed in 2017. As a result of previous discussions at the adjourned Committee meeting there had been an amendment to the Terms of Reference for the Audit and Standards Committee to strengthen the requirement of a Hearing Sub-Committee formed of 3 members from the Audit and Standards Committee which would be established if required for the purpose of considering a Standards (Code of Conduct) issue.

### **Appeals and Complaints Committee**

Members considered the formation of an Appeals and Complaints Committee (**Appendix 2**) to encompass all existing appeals committees and panels to form one Committee. It was noted there was a change to reflect the responsibility of the Democratic and Electoral Services Manager rather than the Head of Legal and Democratic Services to constitute an appeals panel, in consultation with the Chairman of the Committee.

### **Governance and Electoral Arrangements Committee**

Members considered the Terms of Reference for the Governance and Electoral Arrangements Committee (**Appendix 3**) which included the deletion of paragraph 3.6 due to the proposed retention of a Personnel Committee.

### **Personnel Committee and JAIC**

Members considered the Terms of Reference for the Personnel Committee (**Appendix 4A**) which was to be retained to deal with issues specific to Chiltern District Council, while any issues in relation to joint arrangements and harmonised conditions were to be considered by the Joint Arrangements and Implementation Committee (JAIC). It was noted that the proposal was to reduce membership from 9 to 7 and that the 7 members on the Personnel Committee were to form the Chiltern members of the JAIC. A further change in membership of the Personnel Committee was to include the Leader and one Cabinet Member, rather than two Cabinet Members. During consideration of Appendix 4A discussions led onto the Terms of Reference for JAIC (**Appendix 4B**) which proposed an increase in membership of the JAIC for each authority from 5 to 7 and that the terms of reference for JAIC was to consider issues in relation to joint arrangements and employees / services



under harmonised conditions. The changes in respect of JAIC would require agreement from South Bucks District Council to amend Appendix 3 of the Inter - Authority Agreement.

### **Policy Advisory Groups**

Members considered the suggestion to establish five Policy Advisory Groups (PAGs) which would be linked to each Cabinet Portfolio Holder and would be a sounding board for the Cabinet Member. Discussions ensued in relation to the role, membership, political composition and flexibility of PAGs. The Head of Legal and Democratic Services presented the Proposed Amendment to the Cabinet Procedure Rules for Policy Advisory Groups (**Appendix 5**) for consideration; and explained that relevant officer(s) should liaise directly with the Cabinet member regarding PAG agenda planning rather than the Chairman of a PAG, if this was not the Cabinet Member. It was agreed that a Chairman could be appointed from the membership of the PAG and did not have to be the Cabinet Member. But the PAG Chairman would be invited to any officer briefings for the relevant Cabinet Member before PAG meetings. It was also agreed that the membership of the PAGs was not to be limited to the majority group although it was noted there was no legal requirement for the PAGs to be politically balanced.

### **Overview Committees**

Members considered the Terms of Reference for the Overview Committees (**Appendices 6 and 7**) and agreed to amalgamate three Overview Committees into two Overview Committees – Resources Overview Committee and Services Overview Committee. The membership of each Overview Committee was agreed at 15 members. It was noted that members could also serve on PAGs with the exception that when the overview committees were considering issues in relation to the scrutiny function eg. Call-in or scrutiny review. The differential between overview and scrutiny items would be identified on the agenda and the Committee's work programme.

### **Full Council Meetings**

Members considered options for change in respect of full Council meetings with the aim to improve the interest and public engagement with Council meetings. Particular options that considered were:-

- Questions with notice (Public Questions) with an allotted time period for questions to be answered
- Criteria for submitting questions eg. Relevant to the area; submission date prior to the meeting; complies with protocol; oral presentation of questions at the meeting and the permission of a supplementary question
- A programme of speakers to Council eg. Paradigm, with an allotted time period for presentations
- Incorporate the Chief Constable Q & A session into a future Council meeting
- Report on recommendations rather than minutes to Council

Following consideration of changes to future Council meetings it was agreed that at the next meeting of the Constitution Review Committee, members were to receive a proposed new style Council agenda for consideration to implement changes to encourage public engagement and interest in Council meetings.

## **RECOMMENDATIONS:**

### **1. Overview and Scrutiny**

- i) That the number of Overview Committees be reduced from three to two;**
- ii) That the number of members on each Overview Committee be fifteen;**
- iii) That each Overview Committee meet six times per year; and**
- iv) That the Chairman and Vice- Chairman of the Overview Committee be elected by the members of the Committee**
- v) That the terms of reference for the Services Overview Committee attached at Appendix 1 be approved**
- vi) That the terms of reference for the new Resources Committee attached at Appendix 2 be approved**

### **2. Policy Advisory Groups (PAGs)**

- vii) That five Policy Advisory Groups be established to align with the Cabinet Portfolios;**
- viii) That the number of members serving on each PAG be not less than 6 or more than 8;**
- ix) That membership of the PAGs be selected by the Cabinet Portfolio Holder;**
- x) That all meetings of the PAGs are held informally and are not public meetings, but any member of the Council can attend to observer if they wish to do so; and**
- xi) That the Chairman be nominated by the PAG**
- xii) That the consequential amendments to the Cabinet Procedure Rules attached at Appendix 3 be approved**

### **3. Council Meetings**

- xiii) That the Constitution Review Committee at a future meeting consider suggestions as to how the Council meetings can be improved.**

### **4. Regulatory Committees**

- xiv) That the Constitution Review and Boundaries and Electoral Arrangements Committees be merged into one Governance and Electoral Arrangements Committee with the terms of reference as attached at Appendix 4;**
- xv) That the merger of Homelessness and Appeals Committees to form one Appeals and Complaints Committee be approved with the terms of reference as attached as Appendix 5;**
- xvi) That the merger of Audit and Standards Committees to form one Audit and Standards Committee be approved with the terms of reference as attached at Appendix 6 ; and**
- xvii) That membership of the merged committees be drawn from the members elected to the Individual committees for the municipal year 2014/15 by election of the various groups**

### **5. Personnel Committee**

- xviii) That Chiltern District Council retain a Personnel Committee to consider personnel issues specific to Chiltern and in respect of those employees that are not part of joint arrangements or under harmonised conditions with the amended terms of reference as attached at Appendix 7;**
- xix) That the membership of the Personnel Committee be reduced from nine to seven;**
- xx) That Council's human resources functions in respect of those employees subject to Joint Arrangements with South Bucks District Council be delegated to the Joint Arrangements and Implementation Committee (JAIC**
- xxi) That the membership of the CDC Personnel Committee form the membership of the Chiltern membership of the (JAIC);**
- xxii) That the membership of the JAIC be increased from five to seven members from each authority; and**
- xxiii) That the quorum of the JAIC be increased from two to three elected members from each authority**

**xxiv) That subject to the agreement of South Bucks District Council the amended terms of reference for the JAIC attached at Appendix 8 be approved.**

**6. Number of Meetings**

**xxv) That Full Council continues to meet six time per year;**

**xxvi) That Overview Committees continues to meet six times per year;**

**xxvii) That Cabinet continues to meet six times per year;**

**xxviii) That the Planning Committee continues to meet on a three weekly cycle; and**

**xxix) That other scheduled committees meet on a quarterly basis, half yearly or as and when required.**

**7. That the Chief Executive be granted delegated authority to make any consequential amendments of the above recommendations to the Constitution as required.**

**The meeting was adjourned at 7.43pm**

## CHILTERN DISTRICT COUNCIL

### MINUTES of the Joint Meeting of the BOUNDARIES & ELECTORAL ARRANGEMENTS AND CONSTITUTION REVIEW COMMITTEES held on 11 JULY 2013

**PRESENT:** Councillor N M Rose - Chairman

Councillors: Mrs I A Darby  
A D Garnett  
A J Garth  
P M Jones  
D W Phillips  
D Spate  
M Vivis  
J F Warder

**APOLOGIES FOR ABSENCE** were received from Councillors Miss P A Appleby, D G Meacock, M Stannard and N Stewert.

**ALSO IN ATTENDANCE:** Councillors A K Bacon, R Burns-Green, Mrs J A Burton and C J Wertheim.

#### 1 ELECTION OF CHAIRMAN

It was moved by Councillor D W Phillips, seconded by Councillor A D Garnett and

**RESOLVED –**

**That Councillor N M Rose be appointed Chairman for the joint meeting.**

#### 2 MINUTES OF PREVIOUS MEETING

The Minutes of the joint meeting held on 14 May 2013, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

#### 3 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 4 ELECTORAL REVIEW: CONSIDERATION OF COUNCIL SIZE SUBMISSION

At the previous joint meeting on 14 May 2013, it had been recommended (and subsequently endorsed by Full Council) that the Council be minded to request that the Local Government Boundary Commission for England (LGBCE)

conduct a review of the size of Chiltern District Council with a view to reducing the number of Councillors from May 2015 onwards. Since that time a Draft Council Size Submission had been prepared. Members were now invited to consider whether the Council should make a formal request to the LGBCE for an Electoral Review, and if so, to recommend to Full Council the appropriate number of Councillors.

A briefing had been held for all Members with Dr Peter Knight and Richard Buck from the LGBCE immediately prior to the meeting. It was agreed that it had been a useful session. However, Members expressed concerns regarding the need to reduce the number of Councillors. In the ensuing discussion, the following key points were made:

- The average electorate per councillor was 1,836 and only four wards had a deviation of 10% or more from this average. As such, the electoral equality was good and would not of itself trigger a Review. Given this, Members questioned why the Council would volunteer for an Electoral Review to be undertaken.
- It was considered that savings were minimal. A councillor's basic allowance was currently £4,500 per annum resulting in a saving of £27,000 per annum if there was a reduction of six councillors.
- It was possible that there could be a wider review of local government structures following the next parliamentary election, meaning that any electoral review undertaken now could have to be repeated in just a few years.
- Whilst the Council might be able to operate with fewer councillors, it was not considered that the vital representative role of councillors would be better exercised with fewer councillors.

On balance, Members agreed that a request to the LGBCE to reduce the number of Councillors representing Chiltern District Council should not be proceeded with.

Instead, it was considered important to continue to look at the governance arrangements of the Council, and the Constitution Review Committee had already developed a work programme to take this work forward.

In particular, it was suggested that it was important to look at ways to better engage non-Cabinet Members in the decision-making process. At present some Members considered that the workloads of the Cabinet Leader and Portfolio Holders were excessive. The high percentage of Cabinet representation on Outside Bodies was highlighted as an example of this. A better balance was required.

The introduction of Policy Advisory Groups (PAGs) were highlighted by some Members as a positive way of engaging non-Cabinet Members in decision-making. The work of the Council Tax Support PAG was particularly highlighted. This had involved non-Cabinet Members working with the relevant Portfolio Holder to develop a Council Tax Reduction Scheme.

However, one Member opined that Overview Committees could perform this role better since there was no Cabinet involvement.

The Cabinet Leader confirmed that the Cabinet were committed to increasing the role of non-Cabinet Members and this work would be taken forward by the Constitution Review Committee.

**RECOMMENDED –**

**That the request to the Local Government Boundary Commission for England for an Electoral Review to reduce the number of Councillors be not proceeded with.**

**The meeting ended at 8.04 pm**





**Appendix 4****GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE****1 General**

A Committee of the Council established to monitor and review the operation of the Council's Constitution and political management arrangements, deal with election and electoral matters and the review of parishes, deal with urgent matters requiring a decision of the Council and any matter which is not within the responsibility of the Cabinet and which falls outside the terms of reference of any other Committee or officer delegation.

**2 Membership, Chairmanship and Quorum**

Number of Members	Eleven
Substitute Members Permitted	No
Political Balance Rules apply	Yes
Appointments/Removals from Office	By resolution of full Council
Restrictions on Membership	None
Restrictions on Chairmanship/Vice-Chairmanship	None
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required
Standing Sub-Committees	None

**3. Matters Delegated for Decision**

- 3.1. To monitor and keep under review the operation of the Council's constitution and political management arrangements
- 3.2 To deal with election and electoral matters
- 3.3. To exercise functions in relation to parishes, parish meetings and parish councils including changing the name of a parish
- 3.4 To take any necessary action to enable recommendations to be made in respect of the matters listed below which are reserved to the Council
- 3.5 To make, amend or revoke byelaws
- 3.6 To deal where legally permissible, with any matter including the authorisation of legal proceedings which requires a decision of the Council and which cannot reasonably be dealt with in the normal cycle of meetings (see also Note below)
- 3.7 To deal with any matter which, by virtue of the Local Authorities (Functions and Responsibilities) (England) Regulations from time to time in force or any other statutory provisions, cannot be the responsibility of the Cabinet and

does not fall within the terms of reference of any other committee or within the Scheme of Officer delegations.

## **4 Matters Reserved to Full Council**

### 4.1 Approval of:-

- a) Proposal to change the District's warding arrangements
- b) Final recommendations from a Parish Review
- c) Proposals to change the name or boundaries of the District
- d) The promotion of, or opposition to, national, local or private bills
- e) Changes to the Constitution

### **NOTE:**

The Chief Executive or his nominee or the Head of Legal and Democratic Services, after consultation with the Chairman of the Committee must certify the reasons for urgency in respect of each item determined under paragraph 3.6 above. Reports to the Committee must also specify the reason for the urgency

**CHILTERN DISTRICT COUNCIL  
UPDATE ON INDIVIDUAL ELECTORAL REGISTRATION**

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*Background Papers, if any, are specified at the end of the Report*

**UPDATE ON INDIVIDUAL ELECTORAL REGISTRATION (IER)**  
*Contact Officers: Alan Goodrum (01494 732001), Joanna Swift (01494 732761)***RECOMMENDATIONS**

- i) That the Committee note the content of this report and submit any comments; and
- ii) That a further report will be presented to the Committee during 2015 following agreement of the processes involved for the 2015 Canvass.

**1 Purpose of Report**

- 1.1 This purpose of this report is to provide the Governance and Electoral Services Arrangements Committee with an update on the progress of the annual canvass for the Register of Electors 2014-15, and the impact of the recent implementation of Individual Electoral Registration (IER).

**2. Background**

- 2.1 The Electoral Registration and Administration Act 2013, which received Royal Assent on 31 January 2013 required the implementation of Individual Electoral Registration during the 2014 canvass. This changed the household based system to one that requires each individual to be contacted and registered individually.
- 2.2 The changes introduced the use of revised letters and forms to be sent to each elector. This created a high level of additional work for the Democratic and Electoral Services Team. The implementation of IER commenced on 10 June 2014.

**3. Confirmation Live Run**

- 3.1 The first stage of the process for IER was the completion of a data matching exercise with the data held on the existing electoral register and the data held by the Department for Work and Pensions. This process was called the Confirmation Live Run, which for Chiltern District Council, took place on 3 July 2014.
- 3.2 The results for Chiltern District Council were **87.95% Confirmed** and **12.05% Red / Amber** which was very much in line with our estimates

from the Dry Run, which took place in 2013, and in fact slightly better in terms of confirmed electors. Therefore at that stage there was no need to change our engagement strategy and /or implementation plan. At this stage our activities were in line with proposed timescales.

#### **4. Submission of Data to Electoral Reform Services**

4.1 The next stage of the process for Chiltern District Council was immediately prior to the write out during submission of our data to our printing supplier Electoral Reform Services (ERS). This involved a few hitches in terms of the software working effectively but this was only a minor delay and both Xpress and ERS were extremely helpful in assisting with this. At Chiltern District Council we had made the decision to use canvassers from the initial stage of write out, therefore delivering Confirmation Letters, ITRs and HEFs commencing from early August. Canvassing commenced from 1 August 2014. The benefits of using canvassers from the write out stage was that we had full coverage across the district of Council representatives able to answer electors' queries, on the doorstep, deliver all letters / forms by hand and the first delivery resulted in a £2,000 saving compared with the cost of the same delivery by Royal Mail.

#### **5. Canvassing**

- 5.1 Prior to canvassing there was a significant amount of work involved in sorting the confirmation letters, ITRs and HEFs into canvass areas and this involved appointment of a temporary member of staff to assist with this work.
- 5.2 All canvassers were provided with training and provided with information to help inform electors. We also improved information on our website and used social media (twitter) to increase engagement of the changes.
- 5.3 Training was provided to all customer services staff to assist with any frontline queries; and we have continued to provide ongoing updates and advice to colleagues where necessary.
- 5.4 All canvassers were required to deliver all confirmation letters, and majority of Invitation to Register (ITRs) and Household Enquiry Forms (HEFs) by 30 September 2014.
- 5.5 There was a slight delay on 1<sup>st</sup> reminders again due to submission of data to ERS partly due to software problems but also due to volume of work within the team at this stage in respect of telephone and email enquiries.
- 5.6 The use of canvassers from the write out stage has been effective in respect of managing the volume of queries we were getting because canvassers were mainly delivering at weekends and therefore our high

volume of calls / emails were Mondays and Tuesdays with slightly lower volumes as the week progressed. If Royal Mail had delivered all areas at the write out stage we would have had a greater impact on resources and therefore not able to provide such an effective and responsive service throughout the process. We have also identified issues in respect to Royal Mail deliveries of Opt Out request forms not arriving and electors having to request further forms due to this delay on the part of Royal Mail. This is being pursued with Royal Mail due to this situation creating an impact on our service.

## **6. Implementation and possible improvements**

- 6.1 The impact of the implementation at this stage was the sheer volume of calls and emails that were received due to Open Register opt out requests.
- 6.2 There has also been additional work involved due to the prescribed wording of letters and the potential for confusion due to the ambiguity of the structure of letters e.g. On the Open Register or not on the Open Register! The letters and forms were prescribed by the Cabinet Office and due to our experiences and similar experiences for other Electoral Registration Officers across the country officers are feeding back concerns on the prescribed wording to avoid further problems in the future.
- 6.3 In terms of general queries regarding additional information and changes in respect of ITRs and HEFs this has resulted in a high volume of work but comparable to previous canvass periods and in respect of the return of forms less paperwork and more online applications.
- 6.4 Due to an increased number of electors responding via online registration staff resources were diverted to responding to the online submissions. This over time and familiarity for electors will improve and increase the use of online registration and although paper copies will still be required for the foreseeable future this is a move in the right direction. There are some key areas of the process that need to be improved and this is in respect of HEFs – are they really necessary?

## **7. Impact on electors**

- 7.1 In respect of electors who were successfully data matched and returned as confirmed electors in the initial stage the impact has been minimal as they received a letter which required no further action. However due to the prescribed wording in relation to the opt in / out of the Open Register there was an element of concern, confusion and frustration for electors on what this meant for them and how they could amend their opt in / out status. This aspect of the IER implementation generated a significant amount of additional work, which was unforeseen but was managed effectively.

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- 7.2 Those electors who did not data match correctly at the initial stage (12% of the electorate) received an Invitation to Register form. A large number of electors have successfully completed the ITR through the online process or completed and returned the paper copy for the team to process. Following the initial write out the average return on ITRs was 54%.
- 7.3 This table illustrates the electorate figures and the breakdown of Confirmed, ITRs and HEFs delivered and the responses received:

<b>Total Electorate</b>	<b>Total properties</b>	<b>Confirmed electors</b>	<b>ITRs</b>	<b>HEFs</b>
74058	38934	61017	12813	3288
			<b>ITR 1<sup>st</sup> reminders</b>	<b>HEF 1<sup>st</sup> reminders</b>
			5923	2934
			Average % return = 54%	Average % return = 11%
			<b>ITR 2<sup>nd</sup> reminders</b>	
			3995	
			Average % return = 69%	

- 7.4 The above table highlights the ongoing return on ITRs and HEFs. The current figure at the time of register publication is about 3,000 outstanding ITRs and about 500 outstanding HEFs.
- 7.5 Following the 1<sup>st</sup> reminder stage for HEFs and the relatively average low return on HEFs, alternative approaches to reduce these were sought. The need for additional HEF reminders were costly when evaluated against the ongoing ITR returns which in majority of cases superseded the return of a HEF. The initial guidance was that all HEFs should be returned but from an elector point of view if the completion of an ITR had been done the return of a HEF could be seen as unnecessary and therefore difficult for the canvasser and office staff to pursue successfully.
- 7.6 To ensure accuracy on the register of electors joint working has increased between the Electoral Registration team and Council Tax to check records of households effectively and use a more integrated approach which is often an expectation of the elector. Furtherwork is being developed on how the two teams can exchange information on a regular basis within the restraints of Data Protection but for the benefit of accuracy of all records and the reduced need for an individual to contact various departments of the Council.

Classification: OFFICIAL

## **8. Readiness of software**

- 8.1 The preparation of software companies to be ready for the various stages of IER has been disappointing because this has caused unnecessary work. It has often been necessary to seek a work around to previously straightforward tasks e.g. Canvass worksheets were not available; and also response reports have only recently become available. In relation to the response reports, this does impact on the effectiveness of our monitoring of the process and being able to gauge our overall progress which has caused some concern. It has been possible to monitor returns through a more lengthy process and our response rate is in line with previous years and possibly a little higher but the information needs to be improved and be more instantly accessible within the system. Nevertheless the support that we have received from Xpress has been excellent and they have been very responsive to our queries.
- 8.2 The Cabinet Office are liaising with the software companies in relation to their preparation for IER and how this can be improved. Through discussions with colleagues in other local authorities it is apparent that Xpress have been the most responsive software company and that concerns are being addressed.

## **9. Conclusion**

- 9.1 Overall the transition to IER has worked well but as with any initial implementation this has come with its problems and concerns. The main concern has been and continues to be, the sheer volume of additional work that has been involved in the IER process, much of this was unforeseen but is as a result of the explanation of the Electoral and Open Registers; and the prescribed wording of letters and forms sent to electors. This has had a significant impact on the team and required additional resources and a substantial increase in costs to provide an effective and responsive service throughout the process.
- 9.2 Due to additional funding from the Cabinet Office for the implementation of IER (£23,000 for CDC) we are still within budget for the process but the breakdown of cost must be analysed for future years to seek reduction in costs where possible. This can be achieved through a greater emphasis on the online registration process and also by introducing increased use of email addresses for future correspondence with electors rather than prescribed letters / forms. It is important to retain a paper process for those electors unable to access online methods but where possible online communication should be increased and a reduction of paperwork achieved.
- 9.3 Overall officer's believe that the implementation of IER is good, especially in relation to online registration and the opportunity for the process to be more automated and streamlined. But in hindsight there are a lot of improvements to be made in terms of wording of letters and

the need for local discretion on the wording, forward planning of software companies and consideration of additional resources required. This is not only necessary during the canvass period but also a further consideration for the election period when there will be added pressures around day minus 12 for online registration deadlines.

- 9.4 The current breakdown of cost for the canvass and implementation of IER for Chiltern District Council is £31,000 approx. The budget, including additional funds from the Cabinet Office of £23,000, is £59,000. Therefore spend is within budget and likely to result in an underspend.

## **10. Next Steps**

- 10.1 The Register of Electors was published on 1 December 2014.
- 10.2 A mini-canvass of all properties will be carried out in January – February 2015, confirming who is residing at a given property in the district. If the details are correct the electors need take no further action or if amendments are necessary they need to contact the Electoral Registration team. This will ensure that the register is as accurate as possible in preparation for the Parliamentary and Local Elections on Thursday 7 May 2015.
- 10.3 A full evaluation of the implementation of IER, nationally, is ongoing with the Cabinet Office via the Association of Electoral Administrators and individual EROs. This will result in further developments and potential changes for the 2015 canvass and a report to the Governance and Electoral Arrangements Committee can be presented when further information is available during 2015.

*Background Papers: None*

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**CHILTERN DISTRICT COUNCIL  
GOVERNANCE & ELECTORAL ARRANGEMENTS COMMITTEE  
10 DECEMBER 2014**

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**REVIEW OF POLLING DISTRICTS AND POLLING PLACES**

*Contact Officers: Lesley Blue (01494 732010)*

**RECOMMENDATIONS**

- 1. That members note the requirement for the review of polling districts and polling places**
- 2. That the proposed timetable for carrying out the necessary consultation and consideration of comments and representations is agreed**

**Purpose of Report**

1. To inform members of the new requirement to review UK Parliamentary polling districts and polling places and agree the process for undertaking consultation and considering representations received.

**Background Information**

2. The Electoral and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. The next compulsory review must be started and completed between 1 October 2013 and 31 January 2015 (inclusive).
3. Electors within the District, or within the parliamentary constituency, may make a representation concerning any views regarding the existing structure of polling districts, polling places and access to polling stations.
4. To assist in understanding this report the following definitions may be helpful:

**Parliamentary Constituency**

5. The area designated by the Boundary Commission which is represented by a Member of Parliament (MP) in the House of Commons. This cannot be changed by the review – it is the division of the constituency into polling districts and places that is under review.

**Wards**

6. The District is divided into areas known as “Wards” which are represented by District Ward Councillors. Ward boundaries cannot be changed by this review – it is the division of wards into polling districts and polling places that is under review.

**Electoral Divisions**

7. Similar to District Wards (see above), but defining the areas represented by County Councillors. A current review of Electoral Divisions has an impact on this Review.

**Polling Districts**

8. A polling district is the area created by the separation of a ward into smaller parts, within which a polling place can be determined which is most convenient for the electors

**Polling Places**

9. A polling place is the area or building in which the number of polling stations will be selected by the (Acting) Returning Officer.

**Polling Station**

10. A polling station is the room or area in which voting takes place. This must be located within the polling place that has been designated for the particular polling district. The number of polling stations to be accommodated within a polling place is the decision of the (Acting) Returning Officer for the election.

**Criteria for Polling Places and Polling Districts**

11. As part of the assessment of the suitability of polling district boundaries, the following should be considered:
  - Are the boundaries well defined? For example. Do they follow the natural boundaries of the areas? If not, is it clear which properties belong in the polling district?
  - Are there suitable transport links within the polling district, and how do they relate to the areas of the district that are most highly populated?

- Are there any obstacles to voters crossing the current polling district and reaching the polling place e.g. steep hills, impassable major roads, railway lines, rivers?
12. There are also a number of factors that must be considered when reviewing existing polling places or assessing new polling places, including:
- The location: is it reasonably accessible within the polling district? Does it avoid barriers for the voter such as steep hills, major roads, rivers, etc.? Are there any convenient transport links?
  - Size: if required, can the polling place accommodate more than one polling station? If multiple polling stations are required, is the polling place ample enough to accommodate all voters going into and out of the polling stations, even where there is a high turnout?
  - Suitability: is the building readily available in the event of any unscheduled elections? Is there any possibility that the building may be demolished as part of a new development? Is the building accessible to all those entitled to attend the polling place?
13. The Electoral Commission recognises that the choice of polling station will often be a balance between the quality of the building, in terms of access and facilities, and the proximity of the building to the electors it is intended to serve; and that there may be circumstances where the polling place might fall wholly or partly outside the polling district because suitable alternatives are not available in the relevant area.
14. Although the Council seeks to avoid the use of schools where possible, there may be locations where there are no other suitable premises in the area. For the purposes of elections, the (Acting) Returning Officer is entitled to use free of charge, subject to covering the cost of heating, lighting and caretaking charges, schools maintained or assisted by a local authority as well as those schools that receive grants made up of monies provided by Parliament.
15. In conducting this review, it is proposed that, in order to minimise the risk of long queues at a polling station, as far as possible, that no more than 2500 voters should be assigned to a polling station for local elections. It should be noted that the number of postal voters in each polling district is a relevant consideration in this regard. In the event of a combined and/or Parliamentary Election, given more complex arrangements and higher voter turnout, it may be necessary to review these numbers. In all circumstances, consideration is given to whether a polling place is capable of accommodating more than one polling station if necessary.

### **The Role of Chief Executive as the (Acting) Returning Officer**

16. Whilst it is for the Council to decide on the creation of polling districts and the location of polling places, it is for the (Acting) Returning Officer to decide how many polling stations are required for each polling place. The (Acting) Returning Officer must allocate electors to the polling stations in such manner as he or she thinks most conducive to the smooth running of polling day. The Council must consult the (Acting) Returning Officer as part of the review and the (Acting) Returning Officer must comment during any review on both the existing polling places and polling stations; and on any proposed changes.

### **Consultation Process**

17. Electors in the Constituency and all of the following will be invited to make comments or representations on the designation of polling districts or places.
- The (Acting) Returning Officer for Chesham and Amersham Parliamentary Constituency
  - The Member of Parliament for Chesham & Amersham Parliamentary Constituency
  - Buckinghamshire County Council
  - Buckinghamshire County Councillors representing divisions within Chiltern District
  - Chiltern District Councillors
  - Town and Parish Councils within Chiltern District
  - Registered Political Parties and Election Agents
  - Chiltern Disability Focus Group

### **Proposed Timetable for Completion of the Review**

18. The revised Polling District Places Order must be approved and published by 31 January 2015 to meet the legal duty of completing the review within four years of the last review.

The proposed timetable is as follows:

Notice of Review published (Review begins)	1 December 2014
Contact all consultees	December – via email

Report to Governance & Electoral Arrangements Committee	10 December 2014
Report to Council – outline progress and timetable	6 January 2015
Consultation Responses deadline	9 January 2015
Meeting with Acting Returning Officer regarding consultation responses	TBA – w/c 12 January 2015
Governance & Electoral Arrangements Committee considers consultation responses and make final recommendations to Council	w/c 25 January 2015
Council approves updated Schedules of Polling Districts and Polling Places	25 February 2015
Publication of Review Result	26 February 2015
Publish Revised Electoral Register incorporating any changes and results of mini canvass	1 March 2015

### Challenging the Review

19. The Representation of the People Act 1983 makes provision for the Electoral Commission to consider any representations and observations that a Council has failed to conduct a proper review and may direct the relevant Council to make any alterations it sees necessary to the polling places designated by the review. Should a Council fail to make the alterations within two months of the direction being given, the Commission may make the alterations itself.

### Action to date

20. **May 2014** – During the European Parliamentary Elections 2014, the role of the Polling Station Inspectors at Chiltern District Council was extended to include responses to specific questions in respect of the polling place review. Inspectors were asked to complete their usual log

books but also respond to questions as stipulated in the Electoral Commission guidance on conducting Polling Place Reviews. This was undertaken for all polling stations in the District. The current list of polling stations is attached at **Appendix 1**.

21. **June – July 2014** – Further to responses received from Polling Station Inspectors and also Polling Station Staff in general on the suitability of individual polling stations, very few polling stations were identified as causing problems within the district due to wrong location. However there were some that could benefit from improved locations, if possible.
22. **November 2014** – The Democratic and Electoral Services team are visiting all polling stations in the District and completing the questionnaire as issued by the Electoral Commission in respect of conducting a Polling Place Review on the suitability and location of all polling stations.
23. **December 2014** – commencement of the Consultation Process and contact with the consultees as listed above. Notice of Review attached at **Appendix 2** is issued.

#### **Next Steps**

24. A report on the representations received during the consultation period needs to be considered by the Governance and Electoral Arrangements Committee in January to make a final recommendation on the updated Schedules of Polling Districts and Polling Places to Council on 25 February.

## VENUES

### List of Polling Stations

<b>Amersham &amp; Chesham Bois</b>		
No.	PD	Polling Place Address
2	B	St John`s Methodist Church Hall, Woodside Road, Amersham, Bucks
3	B	St John`s Methodist Church Hall, Woodside Road, Amersham, Bucks
24	L	Hervines Park Pavilion, Hervines Road, Amersham, Bucks
25	LA	St Leonard`s Parish Centre, Glebe Way, Chesham Bois, Bucks

<b>Chalfont St Giles</b>		
No.	PD	Polling Place Address
20	K	The Memorial Hall, School Lane, Chalfont St Giles
21	K	The Memorial Hall, School Lane, Chalfont St Giles
22	KA	Jordans Village Hall, Green West Road, Jordans, Bucks
30	N	Gold Hill Baptist Church Hall, Gold Hill East, Chalfont St Peter
44	U	Coleshill Village Hall, Barracks Hill, Coleshill, Amersham, Bucks
53	X	Seer Green Parish Church Hall, School Lane, Seer Green, Bucks

<b>Chalfont St Peter</b>		
No.	PD	Polling Place Address
13	F	All Saints Church Hall, Oval Way, Chalfont St Peter, Gerrards Cross
16	H	Chalfont St Peter Parish Church Hall, Church Lane, Chalfont St Peter
17	H	Chalfont St Peter Parish Church Hall, Church Lane, Chalfont St Peter
18	J	Recreation Hall, Epilepsy Society, Chesham Lane, Chalfont St Peter
19	J	Recreation Hall, Epilepsy Society, Chesham Lane, Chalfont St Peter

<b>Chesham</b>		
No.	PD	Polling Place Address
8	E	Ashley Green Memorial Hall, Two Dells Lane, Ashley Green, Bucks
9	EA	Whelpley Hill Coronation Hall, Grove Lane, Chesham, Bucks
32	P	Brushwood Junior School, Brushwood Road, Chesham, Bucks
43	T	Newtown County Infant School & Nursery, Berkhamstead Road, Chesham
52	W	Little Spring School, Greenway, Chesham, Bucks
56	Z	Newtown County Infant School & Nursery, Berkhamstead Road, Chesham

<b>Chess Valley</b>		
No.	PD	Polling Place Address
10	EB	Chenies Baptist Church Hall, Village Road, Chenies, Rickmansworth
11	EC	Ley Hill Memorial Hall, The Green, Ley Hill, Chesham, Bucks
12	ED	Latimer Place, Latimer, Nr Chesham, Bucks
33	PA	Chesham Methodist Church, Bellingdon Road, Chesham, Bucks
34	PB	Chesham Grammar School, White Hill, Chesham, Bucks
39	R1	Little Chalfont Primary School, Oakington Avenue, Little Chalfont, Amersham
54	Y	Chesham Town Hall, Baines Walk, Chesham, Bucks
55	YA	Christ Church Hall, Waterside, Chesham, Bucks

<b>Chiltern Ridges</b>		
No.	PD	Polling Place Address
6	D	Wallington House, Wallington Road, Chesham, Bucks
7	DA	Chesham Adult Learning Centre, Chiltern Hills Academy, Chartridge Lane
14	G	Chartridge Village Hall, Chartridge Lane, Chartridge, Bucks
15	GA	Ballinger War Memorial Hall, Village Road, Ballinger, Great Missenden
26	M	Bellingdon and Asheridge Village Hall, Chesham Road, Bellingdon, Chesham
27	MA	Cholesbury Village Hall, Cholesbury Common, Tring, Herts
28	MB	St Leonards Parish Hall, Jenkins Lane, St Leonards, Tring, Herts
29	MC	The Lee Parish Hall, Lee Clump Road, Lee Common, Great Missenden
42	SB	Hyde Heath Village Hall, Brays Lane, Hyde Heath, Amersham, Bucks

<b>Great Missenden</b>		
No.	PD	Polling Place Address
31	O	Great Missenden Memorial Centre, Link Road, Great Missenden, Bucks
40	S	Little Missenden Village Hall, Village Road, Little Missenden, Bucks
41	SA	Little Kingshill Village Hall, Windsor Lane, Little Kingshill, Great Missenden
49	V	Prestwood Village Hall, 1 Wycombe Road, Prestwood, Bucks
50	V	Prestwood Village Hall, 1 Wycombe Road, Prestwood, Bucks
51	VA	Little Kingshill Baptist Church Hall, Windsor Lane, Little Kingshill

<b>Little Chalfont &amp; Amersham Common</b>		
No.	PD	Polling Place Address
1	A	Amersham Common Village Hall, 24 White Lion Road, Amersham, Bucks
5	C1	Royal British Legion Hall, 58 Whielden Street, Amersham, Bucks
23	KB	Little Chalfont Village Hall, Cokes Lane, Little Chalfont, Bucks
37	R	Little Chalfont Village Hall, Cokes Lane, Little Chalfont, Bucks
38	R	Little Chalfont Village Hall, Cokes Lane, Little Chalfont, Bucks

<b>Penn Wood &amp; Old Amersham</b>		
No.	PD	Polling Place Address
4	C	Royal British Legion Hall, 58 Whielden Street, Amersham, Bucks
35	Q	The Church Centre, Featherbed Lane, Holmer Green, High Wycombe
36	Q	The Church Centre, Featherbed Lane, Holmer Green, High Wycombe
45	UA	Holy Trinity Church Hall, Church Road, Penn, Bucks
46	UB	Knotty Green Cricket Club Pavilion, Forty Green Road, Knotty Green
47	UC	Winchmore Hill Memorial Hall, The Common, Winchmore Hill, Amersham
48	UD	The Village Hall, Penn Street, Amersham



# CHILTERN DISTRICT COUNCIL

Chief Executive and Returning Officer: Alan Goodrum  
Council Offices, King George V Road, Amersham,  
Buckinghamshire, HP6 5AW

**Telephone:** 01494 729000 **DX:** 50711

**Website:** [www.chiltern.gov.uk/elections](http://www.chiltern.gov.uk/elections)



## Notice of Review of Polling Districts, Polling Places, and Polling Stations

Chiltern District Council is carrying out a review of polling districts and polling places within its area as required by the Electoral Registration and Administration Act 2013.

Whilst the review is of polling districts and polling places it is accepted that polling stations are inexorably linked to the review and will therefore also be included.

- A **polling district** is a geographical area created by the sub-division of a parliamentary constituency or ward into smaller parts.
- A **polling place** is the building or area in which polling stations will be located.
- A **polling station** is the area within the polling place where voting takes place.

Details of the current arrangements and other documents and reports in connection with the review, including comments from the Returning Officer, are available from the Council's website at [www.chiltern.gov.uk/elections](http://www.chiltern.gov.uk/elections). The content of the website will be added to as the review progresses.

The requirements are that:

- all the electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances;
- Polling places, so far as is reasonable and practicable, should be accessible to all electors, including those who are disabled; and
- when considering the designation of a polling place, regard must be made to the accessibility needs of disabled persons.

Local political parties and Councillors will be consulted and views are also invited from electors within the Parliamentary Constituency of Chesham & Amersham as well as such persons as may have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

We are looking for feedback on any aspect of polling districts, polling places or polling stations currently used and invite representation and comments from interested persons. **Persons or bodies making representations should, if possible, give alternative places that may be used as polling places.**

The consultation will begin on Tuesday 2 December 2014. The deadline for all responses is **Friday 9 January 2015**. Please note that all proposals and comments received will be published.

The Council's Boundaries and Electoral Arrangements Committee will make recommendations to be submitted to the Chief Executive for approval, under delegated authority, concerning the outcome of the Review, to decide on the most appropriate polling districts and polling places.

Please note: this is not a review of district ward boundaries (district wards may contain a number of polling districts). It is a review of polling districts, polling places, and polling stations only.

Representations should be made in writing to:

Democratic Services  
Chiltern District Council  
King George V House  
King George V Road  
Amersham  
HP6 5AW

Email: [Elections@chiltern.gov.uk](mailto:Elections@chiltern.gov.uk)

Website:  
[www.chiltern.gov.uk/elections](http://www.chiltern.gov.uk/elections)

Telephone: 01494 732010

Alan Goodrum  
Returning Officer  
Chiltern District Council

# CHILTERN DISTRICT COUNCIL

King George V House, King George V Road, Amersham,  
Buckinghamshire, HP6 5AW

**Telephone:** 01494 729000 **DX:** 50711

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**TO: ALL MEMBERS OF COUNCIL**

**Dear Councillor**

You are hereby summoned to attend the Meeting of the **CHILTERN DISTRICT COUNCIL** to be held in the **Council Chamber, King George V House, King George V Road, Amersham** on **Tuesday 6 January 2015** at **6.30 pm** when the business below is proposed to be transacted.

**Complete Minute Set**

**MOCK DRAFT AGENDA**

- 1 **Evacuation Procedures**
- 2 **Apologies for Absence**
- 3 **Presentation – *schedule of presentations to be agreed at the commencement of each municipal year***
- 4 **Declarations of Interest**
- 5 **Minutes**

To approve as a correct record and to sign the Minutes of the meeting of Council held on 4 November 2014.
- 6 **Announcements**
  - (a) To receive any announcements from the Chairman. *Appendix - Chairman and Vice Chairman's Diary*
  - (b) To receive any announcements from the Cabinet Leader
  - (c) To receive any announcements from the Head of Paid Service

## 7 Petitions/Deputations (if any)

To receive petitions/deputations (if any).

*Deputations comprising any district councillor, local government elector, council tax or ratepayer for CDC may be heard by the Council on any matter for which the Council has responsibility or which affects the district. Seven working days' notice must be given to the proper officer of the subject matter of the deputation, the number of people (not more than 6) who will form the deputation and who will speak for them. The person speaking for the deputation may address the Council for a maximum of 5 minutes in total. The remarks must relate to the subject matter originally indicated and shall not constitute a personal attack on any person. The person speaking shall be heard in silence. **[this will require amendment to the Council Procedure Rules].***

## 8 Questions

- i) Any opportunity for any member to ask questions without notice of the Cabinet leader, individual Cabinet Members or Committee Chairman

*Maximum time 30 minutes but may be extended at the discretion of the Chairman.*

***[If this is agreed there will need to be an amendment to the Constitution to reflect this in Council Procedure Rule 9]***

- ii) To receive written questions and answers of the Cabinet Leader, Cabinet Members or Chairman of a Committee (if any) in accordance with Rule 9 of the Procedure Rules. This rule will need to be amended

## 9 To consider and debate Reports with **Recommendations to Council from the under-mentioned Committees**, in date order of the meetings:

9.1

9.2

9.3

9.4

## 10 To consider and debate reports with recommendations to Council

**from the Cabinet****11 Cabinet Leader and Cabinet Member Reports and HS2 Update**

To receive and consider reports from the Cabinet Leader, Cabinet Members (including any issues of note from Policy Advisory Groups), Chairman of a Committee and on HS2 and receive questions and answers on any of those reports in accordance with Rule 9.1. of the Procedural Rules

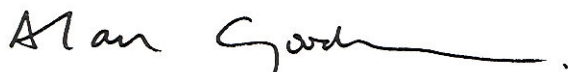
**12 Reports on Joint Arrangements and Outside Organisations**

To receive reports about and receive questions and answers relating to any joint arrangements or external organisations

**13 Motions (if any)****14 Exclusion of the Public (if required)**

To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

**Note:** All Reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.



**Alan Goodrum**  
Chief Executive

**If you would like this document in large print or an alternative format please contact 01494 732145; email [chiefexecs@chiltern.gov.uk](mailto:chiefexecs@chiltern.gov.uk)**

