

CHILTERN DISTRICT COUNCIL

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Governance and Electoral Arrangements Committee

Tuesday 27 January 2015 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 Apologies for Absence
- 3 Declarations of Interest
- 4 Minutes (*Pages 3 - 8*)
To agree the Minutes of the previous meeting.
- 5 Review of Polling Districts and Polling Places (*Pages 9 - 14*)
Members are asked to consider the attached Review of Polling Districts and Polling Places and recommend to Full Council for approval.
Appendix 1 (Pages 15 - 16)
Appendix 2 (Pages 17 - 44)
- 6 Member Induction 2015 (*Pages 45 - 46*)
Members are asked to comment on the attached draft Member Induction Programme 2015.
Appendix 1 (Pages 47 - 48)
Appendix 2 (Pages 49 - 50)

7 Review of Format of Full Council (*Pages 51 - 54*)

8 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 J Garth
P M Jones
D J Lacey
D W Phillips
N M Rose (Chairman)
M Stannard
N Stewert
J F Warder

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CHILTERN DISTRICT COUNCIL

**MINUTES of the Meeting of the
GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE
held on 10 DECEMBER 2014**

PRESENT: Councillor N M Rose - Chairman

Councillors: M Z Bhatti
Mrs I A Darby
P M Jones
M Stannard
J F Warder

APOLOGIES FOR ABSENCE were received from Councillors A J Garth and D J Lacey

1 ELECTION OF CHAIRMAN

RESOLVED:

That Councillor N M Rose be appointed Chairman of the Governance and Electoral Arrangements Committee for the ensuing municipal year.

2 APPOINTMENT OF VICE CHAIRMAN

RESOLVED:

The Committee decided not to appoint a Vice Chairman.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 MINUTES

The Minutes of the meetings of Constitution Review Committee held on 25 June and 2 July 2014 and of the joint meeting of the Boundaries and Electoral Arrangements Committee and Constitution Review Committee held on 11 July 2013 were agreed by the Committee and signed by the Chairman as a correct record.

5 GOVERNANCE & ELECTORAL ARRANGEMENTS COMMITTEE TERMS OF REFERENCE

RESOLVED:

That the Governance and Electoral Arrangements Committee Terms of Reference as agreed at Full Council on 22 July 2014 were noted.

6 UPDATE ON INDIVIDUAL ELECTORAL REGISTRATION

The Committee received a report which provided 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).

The Electoral Registration and Administration Act 2013 required all local authorities to implement Individual Electoral Registration during the 2014 canvass; which changed the household based system to one that required each individual to be contacted and registered individually.

The report outlined the key changes and the impact of the changes on electors, staff delivering the service and suppliers eg. Electoral registration software company and Royal Mail.

The key impact of the change had been in relation to the increased volume of calls and emails to the Electoral Registration team in respect of opt in / opt out queries and the requirement of the new processes to send out additional paperwork to electors to provide confirmation at each stage. The changes had generated additional workload and increased temporary resources had been necessary to ensure an efficient and effective service.

The introduction of online registration had worked well and proved to be a positive change to the process and it was considered that over time and familiarity for electors there would be a further increase in the use of online registration. The return on registered electors was comparable with previous years having achieved a 95.3% return which was pleasing during an implementation year.

Overall the transition to IER had worked well but there had been concerns over the increased workload and cost of implementation. Although during 2014/15 the implementation of IER was within budget due to additional resources received from the Cabinet Office for the implementation of IER, it was noted that the cost of the registration process in future years may require additional funding, as the Government support is unlikely to be recurring.

It was noted that Electoral Registration Administrators had been advised that there was still an expectation for an Annual Canvass but following evaluation of the implementation of IER, the Cabinet Office may amend processes but this was not known at this stage.

RESOLVED:

- I) That the content of the report was noted; and**
- II) That a further report be presented to the Committee during 2015 following agreement of the processes involved for the 2015 Canvass.**

7 POLLING STATION REVIEW

The Committee considered the report which informed members of the requirement to review UK Parliamentary polling districts and polling places and agree the process for undertaking consultation and considering representations received.

The Electoral and Administration Act 2013 required that the compulsory review take place between 1 October 2013 and 31 January 2015 (inclusive).

Members were advised that the notice of the review had been placed on the Council's website and the consultation process had commenced with the consultees as listed below:-

- 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

Members were informed that work had commenced on the review during the European Parliamentary Elections in May 2014 when Polling Station Inspectors were asked to complete questions regarding polling places as outlined in guidance from the Electoral Commission. This information was further evidenced by the Democratic and Electoral Services Team who had each visited specific polling places in the district to identify any issues that required a change of polling station venue.

The consultation period for the polling place review was due to close on Friday 9 January 2015. Members queried if the consultation period was sufficient for Parish Councils to respond; and it was noted that if Parish Councils wish to respond after the closing date these would be accepted up to a week after 9 January 2015. However Parish Councils would be contacted to ensure they are aware of the consultation and timetable for responses.

RESOLVED:

- I) **That the requirement for the review of polling district and polling places be noted; and**
- II) **That the proposed timetable for carrying out the necessary consultation and consideration of comments and representations was agreed.**

8 REVIEW OF FORMAT OF FULL COUNCIL

At the meeting of the Constitution Review Committee held on 2 July 2014 options for change in respect of full Council meetings had been considered with the aim to improve the interest and public engagement with Council meetings. Particular options 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

Members were asked to consider a mock Council Agenda and the following points were raised:-

- That presentations be heard at Council as required but it was not necessary to agree a schedule of speakers at the beginning of each municipal year as it may be appropriate to invite specific speakers on topical issues arising during the year.
- That the annual meeting with the Chief Constable be incorporated into an appropriate Council meeting rather than a separate meeting
- That arrangements for receiving petitions and deputations be included on the Council agenda and the proposed amendments to Council Procedure Rules to enable this be brought back to the next meeting of the Committee, including provisions allowing members to ask questions of clarification at the discretion of the Chairman and restrictions on deputations covering the same subject or by the same speakers
- That an opportunity for members to ask a question of the cabinet leader, individual cabinet members or Committee Chairman be included on the Council agenda as well as questions with notice and appropriately updated Council Procedure Rules be brought back to the next meeting for consideration
- That Council meetings would not include the presentation of Committee minutes but rather would receive any recommendations from Committee's to Council supported with a full report to enable members to make an informed decision
- That Council meetings would not include the presentation of Cabinet minutes but Council would receive any recommendations from Cabinet supported by a full report
- Members requested a separate Minute Pack be electronically available for each Council meeting in the event that members wished to refer to the minutes of committees or cabinet.

RESOLVED:

- i) That the necessary amendments to the Council's Procedure Rules to implement the above proposals be brought back to the next meeting for further consideration ; and**
- ii) That the introduction of the revised Council agenda to be implemented from Annual Council on Wednesday 27 May 2015.**

The meeting ended at 7.32pm



CHILTERN District Council

REVIEW OF POLLING DISTRICTS AND POLLING PLACES (Incorporating a copy of the report of the Acting Returning Officer)

Summary

Under the Electoral Registration and Administration Act 2013, the District Council is required to undertake a review of parliamentary polling districts and places. 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.

The Review commenced on 2 December 2014 and this report, which is issued by the Acting Returning Officer to inform the District Council in its deliberations, sets out his views as well as the representations received during the public consultation which ended on 9 January 2015. The full timetable is as follows:

Notice of Review published (Review begins)	2 December 2014
Chiltern Disability Focus Group	9 December 2014
Consultation Responses	9 January 2015
Meeting with Returning Officer regarding consultation responses	14 January 2015
Governance & Electoral Arrangements Committee	10 December 2014 and 27 January 2015
Council	25 February 2015
Publication of Review Result (subject to Council)	26 February 2015
Publish Revised Electoral Register incorporating any changes (if necessary)	1 March 2015

The recommendations to be considered by Chiltern District Council at its meeting on 25 February 2015 will be as follows:

That a new Polling District and Polling Places Order be made to incorporate the following changes (subject to any changes to these proposals which may be agreed by the Council) and that the Order take effect on 26 February 2015.

The changes being:

- 1) To designate Little Chalfont Library as the polling place for polling district 'KB'
- 2) To designate Hivings Church Hall as the polling place for polling district 'W'.

To assist in understanding this report the following definitions may be helpful

Parliamentary Constituency

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

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

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

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

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

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

The Electoral Commission has set out guidance to assist in assessing the current arrangements and any proposals for change. As part of the

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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?

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?

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.

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. In respect of the current locations for polling stations in Chiltern District this includes four schools and of those four schools only two schools close on the day of polling. The other two schools are able to remain open due to separate access to the school premises.

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, 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

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one polling station if necessary. This review has also resulted in the recommendation to reduce the number of polling stations within a polling place to avoid potential problems for electors in the event of a high turnout on polling day.

Presiding Officers are encouraged to make comments and observations regarding the suitability of polling stations to which they are allocated and Polling Station Inspectors visited all polling stations during the European Parliamentary Elections in May 2014. Comments have been taken into account when conducting the review.

The Role of the (Acting) Returning Officer

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.

Summary of Consultees

Electors in the Constituency and all of the following were invited to make comments or representations on the designation of polling districts or places.

- The (Acting) Returning Officer for Chesham and Amersham
- The Member of Parliament for Chesham & Amersham
- 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
- South Bucks & Chiltern Access Group

Completion of the Review

The revised Polling District Places Order is required to 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 timetable for the review has slipped slightly, due to increased workload and pressures on the Democratic and Electoral Services Team during 2014 including the implementation of Individual Electoral Registration. The recommendations will be considered by the Governance & Electoral Arrangements Committee before 31 January 2015 but the order requires approval from full Council and therefore this will be presented to Council on 25 February 2015.

Challenging the Review

Although the Electoral Commission has no initial role in the review process itself, it does have an important role in respect of considering representations and observations that a Council has failed to conduct a proper review on one of two grounds:

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- That the Council has failed to meet the reasonable requirements of the electors in the constituency, or a body of them (i.e. the reasonable requirements of a particular area of the authority have not been satisfactorily met); or
- That the Council has failed to take sufficient account of the accessibility to disabled persons of polling stations within a designated polling place.

Representations based on any other grounds will not be considered by the Commission.

All representations made to the Commission must be made in writing either by post, email or fax and should include the location and any other relevant information, stating specifically why it is inaccessible or does not meet the reasonable requirements of the electors.

Who may make a representation to the Electoral Commission?

Section 18D (1) of the Representation of the People Act 1983, sets out who may make representations to the Electoral Commission namely;

- Not less than thirty registered electors in the constituency (although electors registered anonymously cannot make a representation)
- A person (except the (Acting) Returning Officer) who made representations to the council when the review was being undertaken
- Any person who is not an elector within the constituency but who the Electoral Commission feels has sufficient interest in the accessibility of disabled persons in the areas or has particular expertise in relation to the access to premises or facilities of disabled persons

The (Acting) Returning Officer is entitled to make observations on any representations made to the Commission.

What will the Electoral Commission do?

The Electoral Commission is required to consider any representations and observations 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.

Proposals

- Set out in **Appendix 1** are details of the polling stations used at the May 2014 elections with details of the total electorate allocated to each polling station.

Representations

- Set out in **Appendix 2** are the comments and representations received during the public consultation period which ended on 9 January 2015. The ARO's comments are also summarised in this Appendix.

VENUES**List of Polling Stations**

Amersham & Chesham Bois		
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

Chalfont St Giles		
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

Chalfont St Peter		
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

Chesham		
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

Chess Valley		
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

Chiltern Ridges		
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

Great Missenden		
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

Little Chalfont & Amersham Common		
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

Penn Wood & Old Amersham		
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
Polling Districts & Polling Places Review 2014-15**

**Comments/representations received during the
consultation period
(including comments forming part of the ARO's report
and his recommended changes)**

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	A - Amersham Common
Polling Place Amersham Common Village Hall, 24 White Lion Road, Amersham	The ARO comments: PD: No change PP: No change
Comments on suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	
Polling District:	B – Amersham on the Hill
Polling Place St John’s Methodist Church Hall, Woodside Road, Amersham	The ARO comments: PD: No change PP: No change
Comments on suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	C – Amersham Town
Polling Place Royal British Legion Hall, 58 Whielden Street, Amersham	The ARO comments: PD: No change PP: The building has poor natural and artificial light and has limited and uneven car parking but there does not appear to be a viable alternative. No change
Comments on Suitability Building accessible but limited and uneven car park on a gradient. The room is rather gloomy. This polling place is not ideal but there is no alternative currently in the area and therefore the location will continue to be reviewed. The Car park is now used by the Health Centre for staff parking so for each election the Health Centre will need to be notified of the requirement for visitors to use the car park on polling day.	
Representations received None	
Consideration of alternative polling place (if appropriate) No alternative locations in the area currently.	
<u>Recommendation</u> No change	
Polling District:	D – Asheridge Vale
Polling Place Wallington House, Wallington Road, Chesham	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible hall. Limited car parking with no reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	DA - Lowndes
Polling Place Chesham Adult Learning Centre, Chesham Park Community College, Chartridge Lane Chesham	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible hall including car parking with reserved spaces for the disabled. However, the Centre has a rule that the internal door is kept shut and exit requires a button to be pressed. This rule did not present a problem for the recent European Parliamentary Elections 2014 so the hall is retained as a suitable location.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change.	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	E – Ashley Green
Polling Place Ashley Green Memorial Hall, Two Dells Lane, Ashley Green	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
<p>Representations received From Councillor John Axon – Ashley Green Ward (Ashley Green Parish Council) “I have not conducted any particular survey of the siting and suitability of the polling stations in the Parish of Ashley Green but can state with confidence the following :</p> <ul style="list-style-type: none"> • The two stations in the parish(the Memorial Hall in AG and the Coronation Hall in Whelpley Hill) are centrally located in the two villages of the parish • Both halls are single story structures with good access and parking for those visiting by car or foot. • Both offer easy access to the less able and those in wheelchairs • Both have heating , toilets, and catering facilities for those people supervising election processes, who may well have to spend many hours on site in a single day • I have no reports at all from villagers that there should be changes to the location of the polling stations or arrangements at polling stations in the parish. <p>As a result I recommend no changes to arrangements for Ashley Green Parish.” The above comments were supported by Cllr Rod Tucker, Vice Chairman of Ashley Green Parish Council.</p>	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	EA – Ashley Green (Whelpley Hill)
Polling Place Whelpley Hill Coronation Hall, Grove Lane, Chesham	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received From Councillor John Axon – Ashley Green Ward (Ashley Green Parish Council) “I have not conducted any particular survey of the siting and suitability of the polling stations in the Parish of Ashley Green but can state with confidence the following : <ul style="list-style-type: none"> • The two stations in the parish(the Memorial Hall in AG and the Coronation Hall in Whelpley Hill) are centrally located in the two villages of the parish • Both halls are single story structures with good access and parking for those visiting by car or foot. • Both offer easy access to the less able and those in wheelchairs • Both have heating , toilets, and catering facilities for those people supervising election processes, who may well have to spend many hours on site in a single day • I have no reports at all from villagers that there should be changes to the location of the polling stations or arrangements at polling stations in the parish. As a result I recommend no changes to arrangements for Ashley Green Parish.” The above comments were supported by Cllr Rod Tucker, Vice Chairman of Ashley Green Parish Council.	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	EB - Chenies
Polling Place Chenies Baptist Church Hall, Village Road, Chenies	The ARO comments: PD: No change PP: No change
Comments on Suitability Suitable location	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Polling District:	EC – Ley Hill
Polling Place Ley Hill Memorial Hall, The Green, Ley Hill	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	ED – Latimer
Polling Place Latimer Place, Latimer, Chesham	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	
Polling District:	F – Chalfont St. Peter (Austenwood)
Polling Place All Saints Church Hall, Oval Way, Chalfont St Peter	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	G – Chartridge
Polling Place Chartridge Village Hall, Chartridge Lane, Chartridge	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking but with no reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	
Polling District: GA – Ballinger & South Heath	
Polling Place Ballinger War Memorial Hall, Village Road, Ballinger, Great Missenden	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	H – Chalfont St. Peter (Central)
Polling Place Chalfont St Peter Parish Church Hall, Church Lane, Chalfont St Peter	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Polling District:	J- Chalfont St. Peter (Chalfont Common)
Polling Place Recreation Hall, Epilepsy Society, Chesham Lane, Chalfont St Peter	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	K – Chalfont St. Giles
Polling Place The Memorial Hall, School Lane, Chalfont St Giles	The ARO comments: PD: No change PP: No change for 'K' voters – but see also KB - Little Chalfont South)
Comments on Suitability Fully accessible including car parking but with no reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Polling District:	KA - Jordans
Polling Place Jordans Village Hall, Green West Road, Jordans	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	KB – Little Chalfont No.2
Polling Place Little Chalfont Village Hall, Cokes Lane, Little Chalfont	The ARO comments: PD: No change PP: No change
Comments on Suitability	
<p>The previous polling place for electors on Register KB was the Memorial Hall at Chalfont St Giles; however at the request of Little Chalfont Parish Council in 2011 the polling place for KB was re-designated to Little Chalfont Village Hall. The Village Hall is a better polling place location and much more convenient for electors. It is a wholly accessible location with a large community car park adjacent to the building and a small car park directly in front of the polling place so easily accessible for disabled electors. However the Village Hall now accommodates three polling stations which for an election with a potentially high turnout, such as a parliamentary election this can result in the risk of a high capacity of electors at one location. Therefore see consideration of alternative location below.</p>	
Representations received	
Councillor Don Phillips – boundary issues within Chalfont wards	
Consideration of alternative polling place (if appropriate)	
<p>When the parish of Little Chalfont was created, the rules then in existence required voters to vote in their District Ward. This did not prove popular with those voters caught by this ruling, and in 2011 the Electoral Commission raised no objection to this matter being addressed.</p> <p>Little Chalfont Village Hall, was used on 5th May 2011 and whilst space was found to be limited, all Little Chalfont voters were able to vote in the same location. This polling district remains in Chalfont St. Giles district ward, a matter which it may be appropriate to address when the Local Government Boundary Commission next undertake a review of the Council's warding arrangements.</p> <p>The further change to re-designate the polling place for polling district 'KB' to the Little Chalfont Library is to address the concerns over the capacity of the Village Hall to accommodate three polling stations for an election with a potentially high voter turnout. The location of the Library is adjacent to the Village Hall and therefore minimises disruption to electors and provides the same suitable access arrangements as the Village Hall eg. Parking and disabled access at both locations.</p>	
<u>Recommendation</u>	
To designate Little Chalfont Village Hall as the polling place for polling district 'KB'.	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	L – Weedon Hill
Polling Place Hervines Park Pavilion, Hervines Road, Amersham	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible hall but with no reserved car parking spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	
Polling District:	LA – Chesham Bois
Polling Place St Leonard's Parish Centre, Glebe Way, Chesham Bois	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible hall but with no reserved car parking spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	M – Bellingdon
Polling Place Bellingdon and Asheridge Village Hall, Chesham Road, Bellingdon	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	
Polling District:	
MA – Hawridge	
Polling Place Cholesbury Village Hall, Cholesbury Common, Tring	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	MB – St. Leonards
Polling Place St Leonards Parish Hall, Jenkins Lane, St Leonards	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	
Polling District: MC – The Lee	
Polling Place The Lee Parish Hall, Lee Clump Road, Lee Common	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	N – Chalfont St. Peter (Gold Hill)
Polling Place Gold Hill Baptist Church Hall, Gold Hill East, Chalfont St Peter	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible building but with roadside car parking only and no reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	
Polling District: O – Great Missenden	
Polling Place Great Missenden Memorial Centre, Link Road, Great Missenden	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	P - Hilltop
Polling Place Brushwood Junior School, Brushwood Road, Chesham	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including limited car parking with reserved spaces for the disabled. No kitchen facilities for polling station staff but relevant staff are advised in advance. The school does not close on polling day as the room allocated for election purposes does have separate access to the school.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	
Polling District: PA – Townsend (No. 1)	
Polling Place Chesham Methodist Church, Bellingdon Road, Chesham	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible building but car park has no reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	PB – Townsend (No. 2)
Polling Place Chesham Grammar School, White Hill, Chesham	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled. The room allocated for election purposes has changed from previous years due to the completion of building work at the school and although the room now available is very small it is adequate but will be kept under review. The school does not close on polling day as the room allocated for election purposes does have separate access to the school.	
Representations received None	
Consideration of alternative polling place (if appropriate) An alternative location that has been used for a polling station is a section of the sports hall at the Chesham Leisure Centre, adjacent to the Grammar School but this is not ideal as the Leisure Centre is the usual location for the Election Count and if a polling station is within the Leisure Centre this does have an impact on the set up of the room for the Count.	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	Q – Holmer Green
Polling Place The Church Centre, Featherbed Lane, Holmer Green	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	
Polling District: R – Little Chalfont (No. 1)	
Polling Place Little Chalfont Village Hall, Cokes Lane, Little Chalfont	The ARO comments: PD: No change PP: No change (see also KB Little Chalfont No.2)
Comments on Suitability Building is accessible with good car parking, including spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	R1 – Little Chalfont North East
Polling Place Little Chalfont Primary School, Oakington Avenue, Little Chalfont	The ARO comments: PD: No change PP: No change
Comments on Suitability Building is accessible with good car parking, including spaces for the disabled. The school does close on polling day as the room used for election purposes does not have a separate access to the school.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	
Polling District:	S – Little Missenden (Northern) (Little Missenden North)
Polling Place Little Missenden Village Hall, Village Road, Little Missenden	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	SA – Little Kingshill
Polling Place Little Kingshill Village Hall, Windsor Lane, Little Kingshill	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Polling District:	SB – Hyde Heath (Little Missenden)
Polling Place Hyde Heath Village Hall, Brays Lane, Hyde Heath	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible hall but with no reserved car parking spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	T - Newtown
Polling Place Newtown County Infant School & Nursery, Berkhampstead Road, Chesham	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled. The school does close on polling day as the room allocated for election purposes does not have separate access to the school.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	
Polling District: U - Coleshill	
Polling Place Coleshill Village Hall, Barracks Hill, Coleshill	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	UA – Penn (Penn Village)
Polling Place Holy Trinity Church Hall, Church Road, Penn	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Polling District:	UB – Penn (Knotty Green)
Polling Place Knotty Green Cricket Club Pavilion, Forty Green Road, Knotty Green	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible building with on-street parking.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	UC – Penn (Penn Street & Winchmore Hill) (Penn – Winchmore Hill)
Polling Place Winchmore Hill Memorial Hall, The Common, Winchmore Hill	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible building with on-street parking.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Polling District:	UD – Penn (Penn Street & Winchmore Hill) (Penn – Penn Street)
Polling Place The Village Hall, Penn Street	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled. This PD was created in 2007 to take advantage of the (then new) village hall. Whilst this is a very small PD, electors have appreciated not having to go to the adjoining village of Winchmore Hill to vote.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	V – Prestwood
Polling Place Prestwood Village Hall, 1 Wycombe Road, Prestwood	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	
Polling District: VA – Little Kingshill	
Polling Place Little Kingshill Baptist Church Hall, Windsor Lane, Little Kingshill	The ARO comments: PD: No change PP: Re-name as Little Kingshill (Prestwood & Heath End) to avoid confusion with the adjoining PD in the parish of Little Missenden.
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	W - Ridgeway
Polling Place Little Spring School, Greenway, Chesham	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with no reserved spaces for the disabled but the parking spaces are adequate. The school does close on polling day as the room allocated for election purposes does not have separate access to the school.	
Representations received Cllr Lacey on concerns that the school has to be closed on polling day and there is an alternative location nearby – Hivings Church Centre Cllr Pirouet supports the use of Hivings Church Centre. Cllr Mark Shaw, County Councillor also suggested a move of polling place from the Little Spring School to the Hivings Church Centre.	
Consideration of alternative polling place (if appropriate) Hivings Church Centre	
<u>Recommendation</u> To designate Hivings Church Centre as the polling place for polling district 'W'.	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	X – Seer Green
Polling Place Jubilee Hall School Lane, Seer Green	The ARO comments: PD: No change PP: To designate Seer Green Parish Church Hall as the polling place for PD 'X'.
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled. The alternative suggested below has roadside parking only with no reserved parking for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	
Polling District:	
Y – St. Mary's	
Polling Place Chesham Town Hall, Baines Walk, Chesham	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible Hall. Car parking with reserved spaces for the disabled is available in the Council Car Park (ticketed) adjacent to the Town Hall.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

Chiltern District Polling Districts & Polling Places Review 2014-15	
Polling District:	YA – Waterside
Polling Place Christ Church Hall, Waterside Chesham	The ARO comments: PD: No change PP: No change
Comments on Suitability The hall at Christ Church, Waterside was inspected by the AROs staff and has been approved after an assessment by the South Bucks & Chiltern Access Group in 2011. The condition of the polling place remains the same and still a suitable location.	
Representations received None	
Consideration of alternative polling place (if appropriate)	
<u>Recommendation</u> No change	
Polling District:	Z – Vale
Polling Place Newtown County Infant School & Nursery, Berkhampstead Road, Chesham	The ARO comments: PD: No change PP: No change
Comments on Suitability Fully accessible including car parking with reserved spaces for the disabled.	
Representations received None	
Consideration of alternative polling place (if appropriate) N/A	
<u>Recommendation</u> No change	

**CHILTERN DISTRICT COUNCIL
GOVERNANCE & ELECTORAL ARRANGEMENTS COMMITTEE
12 FEBRUARY 2015**

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

MEMBER INDUCTION 2015

Contact Officers: Joanna Swift (01494 732761); Lesley Blue (01494 732010)

RECOMMENDATIONS

The Committee is asked to note and comment on the report.

Purpose of Report

- 1 The purpose of this report is to provide members with an overview of the proposed Member Induction Programme for 2015 and seek Members' comments.

Welcome Pack

- 2 All Councillors will receive a welcome pack at the Count Centre on Friday 8 May which includes a welcome letter from Chief Executive, and the following forms (to be completed by 11 May):
 - Contact details, bank information and car registration
 - Membership of political group
 - Business Card Template
 - Timetable of Training sessions with indication of their availability
 - Register of Interest Form (Must be completed within 28 days of the election day)

Induction Programme

- 3 The Councillor Induction programme is designed to assist all new and returning Councillors gain knowledge, information and understanding of the Council. It aims to meet key staff from across the Council, to provide a comprehensive introduction to key services and an overarching view of the Council's work, ensure Councillors complete the relevant administration processes and have the IT equipment to allow them to undertake their role and set the foundations for further training and development, as appropriate, for them during the Council term.

A draft Induction Programme is detailed in **Appendix 1** and **Appendix 2**. Members are asked to note that the dates are still to be confirmed.

Background Papers: None

Induction Programme

The initial Member Induction Programme for newly elected (and returning) Chiltern District Councillors is detailed below.

DATE	TIME	EVENT	LOCATION
Monday 11 May	5.30-6.30pm	Signing Forms / Declarations of Acceptance of Office	Chief Executive's Office
Wednesday 13 May	10am	Getting to Know You... Introduction to Chiltern: Briefing by the Chief Executive	Large and Small Committee Rooms
	10.45am	Tea & Coffee	Members Room 2
	11.00am	Code of Conduct for Elected and Co-Opted Members	Large and Small Committee Rooms
	11.30am	Financial Management	Large and Small Committee Rooms
	12pm-2.30pm	<ul style="list-style-type: none"> • Buffet lunch – Meet Senior Staff • Info about Council Services / Displays by Departments • Tours of the building 	Members Room 2 and Council Chamber
	2.30pm	Information & Communication Technology (Update on Web Based Customer Services and e-Chiltern Projects)	Large and Small Committee Rooms
	3.15pm	Close	
Thursday 21 May	6.30pm	Planning Regime / Framework*	Council Chamber
Thursday 21 May	<i>At the conclusion of Planning Regime/Framework</i>	Planning Code of Conduct*, with particular reference to planning process	Council Chamber
Wednesday 27 May	5.45pm	Member Photos	Small Committee Room
	6.30pm	Annual Council	Council Chamber
Wednesday 3 June	6.30pm	CDC and SBDC Joint IT Training	TBC
Thursday 4 June	6.30pm	The Constitution / Role of Overview Committees	Council Chamber
Tuesday 9 June	6.30pm	Finance Briefing	Council Chamber
Thursday 11 June	6.30pm	Licensing Briefing	Council Chamber

* Essential for all prospective members of the Planning Committee, but ALL Councillors are encouraged to attend.

Member Development Programme 2015

Subject	Content	Target councillors	Dates and times	Approximate length of time	Training provider
Council Services Information Day	A day to provide councillors with an overview of the functions of the Council. An opportunity for councillors to meet key officers and ask questions about services.	All newly elected councillors. Re-elected councillors are welcome to attend.	Wednesday 13 May 10am – 3.15pm, including buffet lunch	5 hours	Internal officers
Planning Regime / Framework	An overview of the planning regime for Chiltern	Mandatory for all prospective members of the Planning Committee, but all Councillors are encouraged to attend.	Thursday 21 May 6.30pm	2 hours	Planning Officers
The Constitution / Role of Overview Committees	An overview of the political management framework and constitutional arrangements for the Council.	All newly elected councillors. Re-elected councillors are welcome to attend.	Thursday 4 June 6.30pm	2 hours	Head of Legal & Democratic Services

Subject	Content	Target councillors	Dates and times	Approximate length of time	Training provider
Planning Code of Conduct	An overview of the planning process put into context.	Mandatory for all prospective members of the Planning Committee, but all Councillors are encouraged to attend.	Thursday 21 June	2 hours	Planning Officers
Joint IT Training	An introduction to using the council's email software and gain an understanding of its functions, intranet and website.	All newly elected councillors. Re-elected councillors are welcome to attend.	Wednesday 3 June	2 hours	Business Support Officers
Finance Briefing	An introduction to local authority finance including where the money comes from, how it's managed and how it can be used.	All newly elected councillors. Re-elected councillors are welcome to attend.	Tuesday 9 June	2 hours	Head of Finance and Director of Resources
Licensing Briefing	An overview of the whole licensing process, put into context.	All newly elected councillors. Re-elected councillors are welcome to attend.	Thursday 11 June 6.30pm	2 hours	Relevant Licensing and Legal officers

**CHILTERN DISTRICT COUNCIL
GOVERNANCE & ELECTORAL ARRANGEMENTS COMMITTEE
12 FEBRUARY 2015**

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

REVIEW OF FORMAT OF FULL COUNCIL

Contact Officers: Joanna Swift (01494 732761) AND Lesley Blue (01494 732010)

RECOMMENDATIONS

That the Committee consider and comment on the report, and recommend that the amended Council Procedure Rules, as attached, be agreed.

1 Purpose of Report

- 1.1 This purpose of this report is to provide members with an update on the progress of changes to the format for full Council meetings as previously considered by the Governance & Electoral Arrangements Committee.

2. Background

- 2.1 At the meeting of the Constitution Review Committee held on 2 July 2014 options for change in respect of full Council meetings had been considered with the aim to improve the interest and public engagement with Council meetings. Particular options 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
- 2.2 At the meeting of the Governance & Electoral Arrangements Committee held on 10 December 2014, a mock Council Agenda was considered. The Committee discussed the structure of future Council Agendas and it was agreed that Council Procedure Rules be amended to reflect the proposed changes.

Classification: OFFICIAL

3. COUNCIL PROCEDURE RULES - ORDINARY MEETINGS OF THE COUNCIL

3.1 Members are required to consider the following changes to the Council Procedure Rules to amend the format of Council meetings. The amended format was proposed to commence at the first meeting of the 2015/16 municipal year after Annual Council.

3.2 Timing and order of business

Ordinary Meetings of the Council will take place not less than six times in each municipal year in accordance with a programme determined at the Council's Annual Meeting. Ordinary Meetings will:-

- 1) elect a person to preside if either the Chairman and Vice-Chairman is not present;
- 2) deal with any item required by statute to be dealt with before any other item;
- 3) to approve as a correct record and sign the minutes of the last meeting of the Council;
- 4) receive any declarations of interest from members arising out of any item set out in the summons convening the meeting;
- 5) receive any announcements from the Chairman, Cabinet Leader or Head of the Paid Service;
- 6) dispose of any business carried over from a previous meeting;
- 7) to receive a presentation from relevant individual or organisation as agreed, in advance of the meeting, by the Chairman on a subject area relevant to the work of the Council or pertinent to an current issue for the Council. It is not necessary for a schedule of speakers for the municipal year as it may be appropriate to invite specific speakers on topical issues arising during the year;
- 8) to receive an annual report from the Chief Constable at an appropriate meeting of Council during the year;
- 9) receive and consider the reports and recommendations of Committees of the Council in date order of the meeting, but that a Minute Pack of the full set of meetings be made available separately for members' information;
- 10) receive and consider the recommendations of the Cabinet and receive questions and answers on any of those minutes and recommendations in accordance with Rule 8 of these Procedural Rules;

Classification: OFFICIAL

- 11) receive and consider any reports from the Cabinet Leader, Cabinet Members or Chairman of a Committee and receive questions and answers on any of those reports in accordance with Rule 9.1 of these Procedural Rules;
- 12) to receive questions and answers of the Cabinet Leader, Cabinet Members or Chairman of a Committee asked under Rule 9.2 of the Council Procedural Rules;
- 13) to receive questions without notice from any member of the Council to the Cabinet Leader, individual Cabinet Members or Committee Chairmen in accordance with Rule 9.1 of the Council Procedure Rules;
- 14) to receive petitions and/or deputations from members of the public including provisions allowing members to ask questions of clarification at the discretion of the Chairman and restrictions on deputations covering the same subject or by the same speakers;
- 15) receive any reports about and receive questions and answers relating to any joint arrangements or external organisations;
- 16) consider motions;
- 17) consider any other business specified in the summons to the meeting, including consideration of proposals from the Cabinet in relation to the Council's Budget and Policy Framework and reports of the Chairman of the Scrutiny Committee for debate; and
- 18) consider any other items of business set out in the summons convening the meeting.

4. Next Steps

Following consideration of the above changes, the Head of Legal & Democratic Services arrange for the Council Constitution to be amended in accordance with agreed changes and that the revised format be implemented at the commencement of the 2015-16 municipal year.

Background Papers: None
