

APPENDIX 4 – ELECTORAL ARRANGEMENTS COMMITTEE

1. ADDITION to Part 3 - Remits and Terms of Reference of Council Bodies – NEW Part I - Electoral Arrangements Committee

PART I - ELECTORAL ARRANGEMENTS COMMITTEE

Composition

- I.1 The Electoral Arrangements Committee shall consist of up to 10 members and shall be politically proportional. No Councillor shall be disqualified from appointment by membership of any other Council body.*
- I.2 The Committee is a non-executive Committee whose functions are delegated to it by Full Council.*
- I.3 For the making of general arrangements for its operation, the whole Committee shall be convened.*
- I.4 Panels of the Committee may be used for undertaking the Committee's functions relating to Community Governance Reviews. The Chair in consultation with the Monitoring Officer shall designate at least three Committee Members to form such Panels. In designating the Members to form a Panel, regard shall be had to political proportionality and the nature of the issues under consideration in the Review.*

Functions referred to the Committee

The Committee shall have the following functions.

- I.5 To oversee reviews conducted by the Local Government Boundary Commission for England;*
- I.6 To oversee the designation and periodic review of polling districts, polling places and polling stations for Parliamentary, District, and Parish elections.*

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1.7 To oversee Community Governance Reviews (“CGR”), including:

- a. formulating recommendations to Full Council on commencing a discretionary CGR that has been requested;*
- b. making recommendations to Full Council on the Terms of Reference for each valid CGR;*
- c. reviewing responses received following consultation exercises;*
- d. formulating recommendations to Full Council on governance changes; and*
- e. reviewing Reorganisation Orders and related electoral/boundary changes and making recommendations to Full Council*

1.8 To make any other reports and/or recommendations to Full Council in connection with the discharge of any of the Committee’s functions.

2. ADDITION to Scheme of Delegation – Electoral Arrangements Committee

Add a new section 17 ‘Electoral Arrangements Committee’

Body	Functions	Consultations	Officer Delegations	Limits on delegation
17 Electoral Arrangements Committee	17.1 Overseeing Community Governance Reviews (CGR)	Chair of the Electoral arrangements Committee	Chief Officers For mandatory CGRs: confirm validity (e.g. it has sufficient valid signatures, and contains necessary information) and thereby the commencement of the CGR	

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	16.2 Overseeing Community Governance Reviews (CGR)		Chief Officers Day to day management of consultation procedures Preparation of Annual Governance Statement for submission to Audit Committee and external auditors.	
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3. ADDITION to Standing Order 29.1

Electoral Arrangements Committee 10 Members (Politically Proportional)

4. ADDITIONS

All other consequential additions to reference and lists of Committees in the Constitution