

Council



Listening Learning Leading

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Date: 3 December 2014

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Summons to attend a meeting of Council

to be held on

**THURSDAY 11 DECEMBER 2014 AT 10.05 AM OR ON THE RISING OF
THE PRECEEDING SPECIAL COUNCIL MEETING**

at

**COUNCIL CHAMBER, SOUTH OXFORDSHIRE DISTRICT COUNCIL
OFFICES**

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MARGARET REED
Head of Legal and Democratic Services

Note: Please remember to sign the attendance register.

Agenda

1 Apologies

2 Declaration of disclosable pecuniary interest

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

3 Minutes of previous meetings (Pages 5 - 22)

To adopt and sign as a correct record the minutes of the meetings held on 17 July and 16 October 2014(attached).

4 Chairman's announcements

To receive any announcements from the chairman.

5 Questions from the public and public participation

6 Council tax base 2015/16 (Pages 23 - 26)

(Cabinet member responsible: Mr W Hall)

Cabinet, at its meeting on 4 December 2014, will consider a report on the council tax base for 2015/16.

The report of the Head of Finance, which Cabinet will consider on 4 December is attached.

The recommendations of Cabinet will be circulated to councillors on Friday 5 December.

7 Council tax reduction scheme grant to towns and parishes (Pages 27 - 32)

(Cabinet member responsible: Mr W Hall)

Cabinet, at its meeting on 4 December 2014, will consider a report on the amount of council tax reduction scheme grant that will be passed down to town and parish councils for 2015/16.

The report of the Head of Finance, which Cabinet will consider on 4 December is attached.

The recommendations of Cabinet will be circulated to councillors on Friday 5 December.

8 Local Authorities (Members' Allowances) (England) Regulations 2003 - proposal to appoint a joint Independent Remuneration Panel (Pages 33 - 36)

To consider the report of the head of legal and democratic services (**attached**).

9 Elections - fees and charges 2015 (Pages 37 - 56)

To consider the report of the returning officer on the setting of fees and charges for the 2015 district and parish elections (**attached**).

10 Review of appointments to committees, panels and joint committees 2014/15 (Pages 57 - 62)

To consider the report of the head of legal and democratic services (**attached**).

11 Community governance and electoral issues committee
(Pages 63 - 64)

To consider the report of the head of legal and democratic services (**attached**).

12 Councillors' allowances scheme

The councillors' allowances scheme allows for the allowances payable under the scheme to be increased up to the RPI announced in the preceding September subject to Council decision. Council is invited to agree the level at which to increase the basic and special responsibility allowances from 1 April 2015.

13 Questions under Council procedure rule 34

14 Urgent Cabinet member decision

In accordance with the overview and scrutiny procedure rules, a cabinet decision can be taken as a matter of urgency, if any delay by the call-in process would seriously prejudice the council's or the public's interest. Treating the decision as a matter of urgency must be agreed by the chairman of the Scrutiny Committee and must be reported to the next meeting of the council, together with the reasons for urgency.

Mr J Cotton, Leader of the council will report that on 10 October 2014 Anna Badcock took a confidential decision to enter into a new contract for an electoral management system to address problems with the current provider and to vire funds from the capital contingency budget for the purchase of the system and the revenue contingency to cover training on the new system and cover the existing contract costs. The chairman of the scrutiny committee agreed to waive call-in because any delay could impact on the council's delivery of Individual Electoral Registration (IER).

15 Motions under Council procedure rule 41

To receive the following motion under Council procedure rule 41.

Motion to be proposed by Stephen Harrod, seconded by Judith Nimmo-Smith

To ask the leader of the council to write to the Secretary of State for Transport asking that he gives a high priority to resurfacing that part of the M40 that lies in South Oxfordshire with a lower noise surface material. This will improve the quality of life for those living in close proximity to the motorway

MARGARET REED

Head of Legal and Democratic Services

Minutes

OF A MEETING OF THE

Council



Listening Learning Leading

HELD AT 6.00 PM ON THURSDAY 17 JULY 2014

**COUNCIL CHAMBER, SOUTH OXFORDSHIRE DISTRICT COUNCIL
OFFICES**

Present:

Mrs Ann Midwinter (Chairman)

Mrs Margaret Turner, Ms Anna Badcock, Mr Roger Bell, Ms Joan Bland, Mr Felix Bloomfield, Mr David Bretherton, Mrs Dorothy Brown, Mrs Janet Carr, Mrs Celia Collett, MBE, Mr Steve Connel, Mr Bernard Cooper, Ms Kristina Crabbe, Mrs Margaret Davies, Mr Leo Docherty, Mr David Dodds, Mr Mark Gray, Mr Tony Harbour, Mrs Eleanor Hards, Mr Marcus Harris, Mr Neville F Harris, Mr Paul Harrison, Mr Stephen Harrod, Mr Marc Hiles, Ms Elizabeth Hodgkin, Mr Malcolm Leonard, Ms Lynn Lloyd, Mr Imran Lokhon, Mrs Denise Macdonald, Mrs Judith Nimmo-Smith, Reverend Angie Paterson, Ms Anne Purse, Mr Alan Rooke, Mr Bill Service, Mrs Pearl Slatter, Mr Michael Welply and Mrs Jennifer Wood

Apologies:

Mr John Cotton, Mrs Pat Dawe, Mrs Ann Ducker, MBE, Mrs Elizabeth Gillespie, Dr Christopher Hood, Mr Christopher Quinton and Mr David Turner tendered apologies.

Officers: David Buckle, Steven Corrigan, Susan Harbour, Anna Robinson, Margaret Reed and Pippa Rugman

15 Declaration of disclosable pecuniary interest

None.

16 Minutes of the previous meeting

RESOLVED: to approve the minutes of the annual meeting held on 15 May 2014 as a correct record and agree that the Chairman sign them as such.

17 Chairman's announcements

Councillor Ann Midwinter reported that, together with the chairman of Vale of White Horse District Council, she was proud to support the 'Lights Out' event between 10pm

and 11pm on 4 August 2014 – a nationwide event marking the hour that Britain entered World War I one hundred years ago. She encouraged councillors to mark this significant historical event by arranging for at least one prominent building in their ward to switch off all of its lights between 10pm and 11pm on 4 August and place a candle or lamp in one room to be visible from the outside.

She congratulated Mrs Helen Stewart, Thame Town Clerk, on the award of the British Empire Medal for her work on the Thame Neighbourhood Plan. She also thanked Rev'd A Paterson and Mrs B Guiver for their work.

On behalf of Council she wished Jennifer Thompson well in her new job at Oxford City Council and thanked her work and support for councillors during her time at the council.

On behalf of the council she wished Mrs Ann Ducker, Leader of the council, well with her treatment.

18 Questions from the public and public participation

The Chairman reported details of members of the public who had registered to address Council on the Community Governance Review item and advised that the addresses would be made at the item.

19 Street Trading Policy

Council considered the General Licensing Committee's recommendations, made at its meeting on 8 July 2014, on a revised street trading policy following public consultation.

RESOLVED: to

1. adopt the proposed street trading policy to come into force on 1 October 2014 and
2. authorise the Head of Legal and Democratic Services, in consultation with the chairman of the General Licensing Committee, to make any further minor editorial changes to the policy.

20 Community Governance Review - final recommendations of the working group

Councillor Bernard Stone, representative of Wallingford Town Council, addressed Council in support of the community governance review proposal in CGR4 to use the Wallingford by-pass to define the southern and western boundaries of Wallingford parish to provide a well defined boundary settlement.

Councillor David Rickeard, Chairman of East Hagbourne Parish Council, addressed Council in objection to the community governance review proposal in CGR9 to move that part of the Millbrook estate currently in East Hagbourne parish to Didcot parish. He referred to market research commissioned by East Hagbourne Parish Council of the residents of Millbrook which indicated that of the 98 properties that responded 89 indicated a preference to stay in East Hagbourne parish.

Councillor Jane Bowen, Chairman of Mapledurham Parish Council, and Mr Whittaker, a Mapledurham resident, addressed Council in objection to the community governance review proposal in CGR12 to move the hamlet of Nuney Green from Mapledurham parish into Goring Heath parish. Such a move would not provide more convenient local government at the parish level and would upset long standing and historical ties.

Mr Roger Templeman, clerk of South Moreton Parish Council, addressed Council in objection to the community governance review proposal in CGR16 to move land currently in South Moreton parish either side of Dunsomer Hill into North Moreton. Such a move would upset historical ties between the residents and North Moreton parish.

Ms Ros Templeman, Chairman of North Moreton Parish Council, addressed Council in support of the community governance review proposal in CGR16 to move land currently in South Moreton parish either side of Dunsomer Hill into North Moreton. The houses on Dunsomer Hill were contiguous with houses in North Moreton yet separated from South Moreton by fields. The proposed boundary would provide a strong boundary.

Mr David Hammond, Chairman of Rotherfield Peppard Parish Council, addressed Council in support of the community governance review proposal in CGR20 to make no change to the boundary between Rotherfield Peppard and Sonning Common parishes. Any change would have a negative impact on historic geographical ties, jeopardise the viability of Rotherfield Peppard Parish Council and were not supported by the majority of local residents who would be affected by any change.

Mr Douglas Kedge, Chairman of Sonning Common Parish Council addressed Council in objection to the community governance review proposal in CGR20 to make no change to the boundary between Rotherfield Peppard and Sonning Common parishes. The properties north of the current boundary form part of a continuous housing development and the inclusion of these within Sonning Common parish would facilitate better governance arrangements. He also expressed the view that the working group had given too much weight to the views of residents and not enough to the other review criteria.

Ms Biggs, Chairman of Kidmore End Parish Council, and Mr Douglas Kedge, Chairman of Sonning Common Parish Council, addressed Council in objection to the community governance review proposal in CGR22 to the transfer of the school playing fields from Kidmore End parish into Sonning Common parish whilst supporting the transfer of the school buildings. Whilst the school buildings formed part of the settlement of Sonning Common parish the playing fields formed part of the Chilterns AONB and any transfer could have future implications for the development of the site.

Mr Robert Parker, representative of Beechwood Estates, and Mr John Curtis, Chairman of Pyrton Parish Council, addressed Council in objection to the community governance review proposal in CGR27 to move Watlington playing field from Pyrton parish into Watlington parish. The current ancient ditch provided a clearly defined parish boundary and the playing field provided a green buffer between the parishes. The proposed transfer of the field and its inclusion in the Watlington Neighbourhood

Plan could increase the likelihood of development of the neighbouring land within Pyrton and the field.

Mr Doug Lamont, Chairman of Wheatley Parish Council, addressed Council in support of the community governance review proposal in CGR28 to extend the boundary of Wheatley parish to align with the A40 to incorporate land currently in Holton parish. The proposal provided for a more logical, clearly defined boundary.

Mr Ian Beach, representative of Holton Parish Council, and Ms Penny Manning, a local resident, addressed Council in objection to the community governance review proposal in CGR 28 to extend the boundary of Wheatley parish to align with the A40 to incorporate land currently in Holton parish. The existing boundary (Holton Park Wall) offered a well defined boundary, the majority of residents affected by the proposal wanted to remain part of Holton, the recent Local Government Boundary Commission review of district ward boundaries had retained the existing boundary because of community identity and the status quo would retain the historic link with Holton park.

Council considered the report of the chief executive on behalf of the Community Governance Review Working Group on the final recommendations in respect of its community governance review of South Oxfordshire.

Ms Lynn Lloyd introduced the item on behalf of the working group. She reminded Council that the proposals before it had been drawn up by a cross-party working group comprising Councillors Bloomfield, Bretherton, Brown, Davies, Margaret Turner and herself and that the decisions reached on each proposal were unanimous. She summarised the review process to date, the requirement to seek the Local Government Boundary Commission's consent to change some parish boundaries and to make alteration orders to ensure parish, district ward and county division boundaries remained coterminous. She explained the proposal for a Community Governance and Electoral Issues Committee and the suggestion that significant development proposals which are adjacent to or straddle parish boundaries are included in the Local Plan or granted planning permission, should automatically trigger a community governance review. Finally she thanked the speakers who had addressed Council and stated that the views expressed would be taken into account alongside the views of all the people and parishes affected who responded to the consultation.

Ms L Lloyd moved and Mr D Bretherton seconded the following motion which included an authorisation to the Head of Legal and Democratic Services to make appointments to the proposed Community Governance and Electoral Issues Committee, in accordance with the wishes of the relevant group leader.

That Council:

- (a) supports the Community Governance Review Working Group's final recommendations in relation to each item subject to a community governance review, which are set out in appendices A and B of the chief executive's report to Council on 17 July 2014
- (b) establishes a Community Governance and Electoral Issues Committee comprising eight members made up five Conservative, one Independent, one Labour and one Liberal Democrat councillors

- (c) agrees the terms of reference of the Community Governance and Electoral Issues Committee as set out in paragraph 13 of the chief executive’s report to Council on 17 July 2014
- (d) agrees that a significant development proposal that sits adjacent to or straddles a parish boundary should automatically trigger a community governance review, such a review to take place on the inclusion of a site in a document that forms part of the approved Local Plan or when planning permission has been granted for the development of the site
- (e) authorises the Head of Legal and Democratic Services to make a reorganisation of community governance order to implement the changes agreed by Council, subject to receiving the necessary consents from the Local Government Boundary Commission for England
- (f) authorises the Head of Legal and Democratic Services to request the Local Government Boundary Commission for England to make related alteration orders to change district wards and county divisions to reflect the changes made to parish boundaries
- (g) authorises the Head of Legal and Democratic Services to make appointments to the Community Governance and Electoral Issues Committee in accordance with the wishes of the relevant group leader.

The Chairman advised that Council would consider each of the working group’s proposals one at a time.

David Buckle, Chief Executive, provided an assurance that there was no direct relationship between neighbourhood planning/planning issues and the community governance reviews.

Mrs C Collett moved and Mr N Harris seconded an amendment to CGR4 to align the boundary between Brightwell-cum-Sotwell and Wallingford with the verge on the Wallingford side of the by-pass rather than the centre of the by-pass to facilitate the continuation of the beating the bounds tradition by residents of Brightwell-cum-Sotwell parish without the need for a road closure.

On being put to the vote the amendment was declared carried with the votes recorded as follows:

FOR	AGAINST	ABSTAIN
Mr D Bretherton	Ms A Badcock	Mr R Bell
Mrs C Collett	Mr F Bloomfield	Ms J Bland
Mr S Connel	Mrs D Brown	Ms K Crabbe
Mr B Cooper	Mrs J Carr	Mrs J Nimmo-Smith
Mr L Docherty	Mrs M Davies	Rev’d A Paterson
Mr D Dodds	Mr T Harbour	Mr B Service
Mr M Gray	Mrs E Hards	Mr M Welply
Mr M Harris	Mr P Harrison	

FOR	AGAINST	ABSTAIN
Mr N Harris	Ms L Lloyd	
Mr S Harrod	Mr A Rooke	
Mr M Hiles	Mrs P Slatter	
Mrs E Hodgkin	Mrs M Turner	
Mr M Leonard		
Mr I Lokhon		
Mrs D Macdonald		
Mrs A Midwinter		
Ms A Purse		
Mrs J Wood		
18	12	7

Mr M Gray moved and Ms A Purse seconded an amendment to delete the transfer of Winterbrook from Cholsey parish to Wallingford parish. Those councillors supporting the amendment were of the view that Winterbrook had historic links with Cholsey. However, the majority of councillors supported the proposal which provided a strong boundary along the by-pass, reflected the identity and interests of residents and provided for effective and convenient representation.

On being put to the vote the amendment was declared lost with the votes recorded as follows:

FOR	AGAINST	ABSTAIN
Ms K Crabbe	Ms A Badcock	Mrs C Collett
Mr M Gray	Mr R Bell	Mr B Cooper
Ms A Purse	Ms J Bland	Mrs E Hodgkin
Mrs J Wood	Mr F Bloomfield	
	Mr D Bretherton	
	Mrs D Brown	
	Mrs J Carr	
	Mr S Connel	
	Mrs M Davies	
	Mr D Dodds	
	Mr T Harbour	
	Mrs E Hards	

FOR	AGAINST	ABSTAIN
	Mr M Harris	
	Mr N Harris	
	Mr P Harrison	
	Mr S Harrod	
	Mr M Hiles	
	Mr M Leonard	
	Ms L Lloyd	
	Mr I Lokhon	
	Mrs D Macdonald	
	Mrs A Midwinter	
	Mrs J Nimmo-Smith	
	Rev'd A Paterson	
	Mr A Rooke	
	Mr B Service	
	Mrs P Slatter	
	Mrs M Turner	
	Mr M Welply	
4	29	3

A number of councillors spoke against the proposal in CGR9 to incorporate that part of Millbrook estate currently in East Hagbourne parish into Didcot parish on the grounds that it was against the aspirations of local residents as evidenced by the survey commissioned by the parish council and would allow the further encroachment of Didcot into the rural areas. However, a majority of councillors supported the proposal which would provide a clear boundary and preserve an identifiable gap between East Hagbourne and Didcot. On being put to the vote the proposal was carried with the voting as set out below.

FOR	AGAINST	ABSTAIN
Ms A Badcock	Mrs C Collett	Ms K Crabbe
	Mr B Cooper	Mr N Harris
Mr R Bell	Mr L Docherty	Mrs J Nimmo-Smith

FOR	AGAINST	ABSTAIN
Ms J Bland	Mr M Gray	Ms A Purse
Mr F Bloomfield	Mrs E Hodgkin	
Mr D Bretherton	Mrs J Wood	
Mrs D Brown		
Mrs J Carr		
Mr S Connel		
Mrs M Davies		
Mr D Dodds		
Mr T Harbour		
Mrs E Hards		
Mr M Harris		
Mr P Harrison		
Mr S Harrod		
Mr M Hiles		
Mr M Leonard		
Ms L Lloyd		
Mr I Lokhon		
Mrs D Macdonald		
Mrs A Midwinter		
Rev'd A Paterson		
Mr A Rooke		
Mr B Service		
Mrs P Slatter		
Mrs M Turner		
Mr M Welply		
27	6	4

A number of councillors spoke against the proposal in CGR12 to move the hamlet of Nuney Green from Mapledurham parish into Goring Heath parish. They expressed the view that the proposal broke historic ties, would threaten the viability of Mapledurham parish, which had reduced in size following previous governance reviews, and would not provide a more logical boundary than that currently in existence in this area of dispersed population. On being put to the vote Council

agreed to make no change to the boundary between Goring Heath and Mapledurham parishes.

Mrs E Hodgkin moved and Mrs J Wood seconded an amendment to CGR14 to “also move land south of Greys Road (Highlands Farm) into Henley on Thames parish from Harpsden parish.” Those councillors supporting the amendment argued that the land was currently used for light industrial purposes, not farmland, was a potential site for housing which would better served within the town boundary and had better road links with Henley than Harpsden. Other councillors expressed the view that the rural nature of Highlands Farm better suited Harpsden parish and that should the land be allocated for housing in the future a further governance review could be undertaken to determine in which parish the development should sit. On being put to the vote the amendment was declared lost.

In accordance with standing order 15 Council agreed to extend the meeting beyond the three hour period in order to complete the remaining business on the agenda.

Mr P Harrison moved and Mr M Leonard seconded an amendment to CGR22 to remove the school playing fields from the proposal. Those councillors in support of the amendment noted that the playing fields were in the AONB and should not form part of the built up area of Sonning Common. On being put to the vote Council agreed to modify the proposal to remove the school playing fields from the proposal.

Some councillors spoke against the proposal in CGR28 to extend the northern boundary of Wheatley parish to align with the A40 incorporating land currently in Holton parish. The existing boundary offered a well defined historic boundary, the majority of residents wanted to retain the current arrangements and the Local Government Boundary Commission had seen no need to alter the boundary at the recent review of ward boundaries. However, the majority of councillors supported the proposal which provided a strong boundary (the A40) between the parishes.

On being put to the vote the proposal was carried with the voting as set out below.

FOR	AGAINST	ABSTAIN
Ms A Badcock	Mrs C Collett	Ms K Crabbe
	Mr B Cooper	Mr N Harris
Mr R Bell	Mr L Docherty	Mrs J Nimmo-Smith
Ms J Bland	Mr M Gray	Ms A Purse
Mr F Bloomfield	Mrs E Hodgkin	
Mr D Bretherton	Mrs J Wood	
Mrs D Brown		
Mrs J Carr		
Mr S Connel		

FOR	AGAINST	ABSTAIN
Mrs M Davies		
Mr D Dodds		
Mr T Harbour		
Mrs E Hards		
Mr P Harrison		
Mr M Harris		
Mr S Harrod		
Mr M Hiles		
Mr M Leonard		
Ms L Lloyd		
Mr I Lokhon		
Mrs D Macdonald		
Mrs A Midwinter		
Rev'd A Paterson		
Mr A Rooke		
Mr B Service		
Mrs P Slatter		
Mrs M Turner		
Mr M Welply		
27	6	4

Mr N Harris moved and Mrs C Collett seconded an amendment in the following terms:

That the following wide ranging and far reaching proposals (b), (c), (d) and (g) in the recommendation become the subject of an officers' report to Council. The report will set out the philosophy, rationale and justification for the proposals together with an assessment of their possible ramifications and implications thereby better enabling the Council to make an informed and considered decision on items (b), (c),(d) and (g) at a future Full Council meeting.

(b) to establish a Community Governance and Electoral Issues Committee comprising eight members made up five Conservative, one Independent, one Labour and one Liberal Democrat councillors

(c) to agree the terms of reference of the Community Governance and Electoral Issues Committee as set out in paragraph 13 of this report

(d) to agree that a significant development proposal that sits adjacent to or straddles a parish boundary should automatically trigger a community governance review, such a review to take place on the inclusion of a site in a document that forms part of the approved Local Plan or when planning permission has been granted for the development of the site

(g) authorises the Head of Legal and Democratic Services to make appointments to the Community Governance and Electoral Issues Committee in accordance with the wishes of the relevant group leader.

Those supporting the amendment expressed the view that the working group was not tasked with making recommendations on the establishment of an electoral issues committee, that Council should have the opportunity to discuss the matter and agree the terms of reference and that officers should submit a report to a future meeting of Council covering these issues.

On being put the amendment was declared lost with the voting as set out below.

FOR	AGAINST	ABSTAIN
Mr R Bell	Ms A Badcock	Ms K Crabbe
Mrs C Collett	Mr S Connel	Mrs A Midwinter
Mr B Cooper	Mrs M Davies	
Mr M Gray	Mr D Dodds	
Mr N Harris	Mrs E Hards	
Mr S Harrod	Mr M Harris	
Mr M Hiles	Mr M Leonard	
Ms E Hodgkin	Ms L Lloyd	
Mrs D Macdonald	Mr I Lokhon	
Ms A Purse	Mrs J Nimmo-Smith	
Mrs J Wood	Rev'd A Paterson	
	Mr A Rooke	
	Mr B Service	
	Mrs M Turner	
	Mr M Welply	
11	15	2

Mrs E Hards moved and Mrs M Davies seconded an amendment to amend the terms of reference of the proposed committee to require it to make recommendations to Council on parish community governance reviews. Following debate the mover and

seconded of the amendment, with the consent of Council, withdrew the amendment to allow for the moving of the following amendment.

Rev'd A Paterson moved and Mrs M Davies seconded an amendment to delete the following and insert provision for Council to consider the establishment of a committee and its terms of reference at a future meeting.

(b) establishes a Community Governance and Electoral Issues Committee comprising eight members made up five Conservative, one Independent, one Labour and one Liberal Democrat councillors

(c) agrees the terms of reference of the Community Governance and Electoral Issues Committee as set out in paragraph 13 of the report

(g) authorises the Head of Legal and Democratic Services to make appointments to the Community Governance and Electoral Issues Committee in accordance with the wishes of the relevant group leader.

The majority of councillors supported the amendment which would allow for a full consideration and debate of the issue. On being put the amendment was declared carried.

RESOLVED: to

- (a) support the Community Governance Review Working Group's final recommendations in relation to each item subject to a community governance review, which are set out in appendices A and B of the chief executive's report to Council on 17 July 2014 with the exception of the following:
- CGR4 – approved subject to an amendment to make the boundary between Brightwell-cum-Sotwell and Wallingford the verge on the Wallingford side of the by-pass.
 - CGR12 -To make no change to the boundary between Mapledurham parish and Goring Heath parish.
 - CGR22 - To move Chiltern Edge School (excluding the playing field) from Kidmore End parish into Sonning Common parish.
- (b) agree that a significant development proposal that sits adjacent to or straddles a parish boundary should automatically trigger a community governance review, such a review to take place on the inclusion of a site in a document that forms part of the approved Local Plan or when planning permission has been granted for the development of the site
- (c) authorise the Head of Legal and Democratic Services to make a reorganisation of community governance order to implement the changes agreed by Council, subject to receiving the necessary consents from the Local Government Boundary Commission for England
- (d) authorise the Head of Legal and Democratic Services to request the Local Government Boundary Commission for England to make related alteration orders to change district wards and county divisions to reflect the changes made to parish boundaries
- (e) requests officers submit a report to a future meeting of Council on the establishment of a Community Governance and Electoral Issues Committee and its terms of reference.

21 Questions under Council procedure rule 34

Question from Mr Neville Harris to Reverend Angie Paterson.

Making Provision for Housing and its Actual Delivery

The Local Strategic Housing Market Assessment did more than highlight the need for more housing in the District. It also emphasised the vast difference between making provision for housing and its actual delivery.

An example of this is the development earmarked for Didcot (Ladygrove) East where there are many of the elements of provision in place. These include: an identified site for 640 plus houses and associated provision for educational, social and transport infrastructure.

Despite the positive provision made for the housing, outlined above, there has been an unbelievably long and continuing wait for the delivery of this housing. A delay that can now be counted in decades, a Ladygrove resident asked me if the delay could reach half a century? Hence this question, which in the absence of being able to seek guidance from Solomon or Zeus I am asking you.

In addition to the originally identified need for this housing there are other vital measures needed now, such as the completion of the Didcot Northern Perimeter Road, that remain frozen in limbo, seemingly dependent on funding that will be forthcoming on completion of part or all of the housing development in question.

I am aware that SODC has loaned a significant amount of money to the South Oxfordshire Housing Association which in part was aimed at aiding delivery of housing in the District. The challenges posed by the Private Sectors understandably need to take commercial considerations into account you will doubtless cover in your reply.

Could you please outline the reasons for the delay in delivery and detail the options that are available to SODC to influence and achieve the actual delivery of the housing cited in this example (Didcot (Ladygrove) East)? Of these options please give details of those that have been used in furtherance of attempts to speed up its commencement and achieve its long awaited delivery?

Answer

As a result on the additional housing need figure identified in the SHMA we are reviewing our existing plan so it looks ahead to 2031. We have just started the process with our current consultation on the issues and scope of the Local Plan 2031. Once we have an agreed a housing target we will need to identify potential development sites

In parallel to this the Joint Projects Team has been set up (covering the two councils - Science Vale Area) who are developing an Area Action Plan which will help with the delivery of housing and co-ordinate delivery of infrastructure across this area, eg the Ladygrove site. The council are taking active steps to assist in the delivery of housing and infrastructure.

When the planning application for Ladygrove was submitted (1997 & 2000 - additional land) the intention was that this site would predominantly be responsible

for providing NPR3 - the last section in the Didcot Northern Perimeter Road. Given the changes to infrastructure costs and funding, such as the emerging Community Infrastructure Levy, it is not reasonable to expect this site alone to deliver NPR3 - it is off wider benefit. In the absence of Ladygrove being developed funding from other sources would be needed and could be secured to complete NPR3. This does not mean that Didcot is 'remaining frozen in limbo'.

Reasons for delay:

Whilst Planning Committee reached a resolution to grant planning permission for this site in 2006, the S106 has not been signed by the land owner.

What have we done:

The council has been in regular dialogue with the applicant to progress the s106 and thus be able to determine the application

Last year the land owner appointed a new planning agent (Lambert Smith Hampton). Given the amount of time that has lapsed since planning committee (eight years), the new agent has been working with officers to update information relating to the planning application. For example revised traffic survey work, ecology surveys, etc have all recently been carried out, in addition there has been discussions about a revised Masterplan. Discussions are ongoing in relation to a revised S106 - which again is required to be re-visited in line with new planning policies and guidance. The next step will be for this information to be submitted to the council as amended information, at which point a re-consultation will be carried out and the application will come back to committee for determination. At this stage it is expected to have the heads of terms in the s106 agreed, so if the planning committee are minded to approve the revised development, we issue a permission very quickly.

Supplementary question

"As our planning function does not cover its costs from planning application fees; what is the cost per household of the subsidy to cover the shortfall; expressed as an annual average, over the last ten years"?

Rev'd A Paterson undertook to provide a written response.

22 Appointments to panels

In light of Council's decision not to establish a Community Governance and Electoral Issues Committee consideration of this item was not required.

The meeting closed at 10.15pm

Chairman

Date

Minutes

OF A MEETING OF THE

Council



Listening Learning Leading

HELD AT 6.00 PM ON THURSDAY 16 OCTOBER 2014

COUNCIL CHAMBER, SOUTH OXFORDSHIRE DISTRICT COUNCIL OFFICES

Present:

Ann Midwinter (Chairman)

Margaret Turner, Anna Badcock, Roger Bell, Joan Bland, Felix Bloomfield, Janet Carr, Celia Collett, MBE, Bernard Cooper, John Cotton, Kristina Crabbe, Philip Cross, Margaret Davies, Pat Dawe, David Dodds, Elizabeth Gillespie, Mark Gray, Will Hall, Tony Harbour, Eleanor Hards, Marcus Harris, Neville F Harris, Paul Harrison, Stephen Harrod, Marc Hiles, Christopher Hood, Malcolm Leonard, Lynn Lloyd, Imran Lokhon, Judith Nimmo-Smith, Angie Paterson, Christopher Quinton, Alan Rooke, Bill Service, Robert Simister, Pearl Slatter, David Turner, Michael Welply and Jennifer Wood

Apologies:

David Bretherton, Dorothy Brown, Leo Docherty, Elizabeth Hodgkin, Denise Macdonald, Anne Purse and Rachel Wallis tendered apologies.

Officers: Steve Bishop, David Buckle, Steven Corrigan, William Jacobs, Margaret Reed and Anna Robinson

Prior to the start of the meeting Council observed a minute's silence in memory of Mrs Ann Ducker, MBE.

Mrs Midwinter, Chairman of Council, advised that a Thanksgiving Service would take place on Thursday 6 November at Dorchester Abbey followed by refreshments at Little Stoke Manor. The family had requested no flowers and no black with any donations made to Sue Ryder.

Mrs Midwinter, Chairman of Council, Mr Cotton, Leader of the Conservative group, Mr Turner, Leader of the Liberal Democrat group, Mrs Hards, Leader of the Labour group, Mrs Collett, Leader of the Independent group, Mrs Wood, Deputy Leader of the Henley Residents group, Mr Bell, a Wheatley ward councillor, Mr N Harris, a Didcot Ladygrove ward councillor, Mr Leonard, a Shiplake ward councillor, and Mrs Slatter, a Goring ward councillor, all made statements in memory of Mrs Ducker.

In making his address Mr Cotton advised of his intention to seek Council support for a posthumous aldermanship for Mrs Ducker and advised that he will seek his group's

support for a growth bid to create a bursary in memory of Mrs Ducker to help young people get involved in public service.

23 Minutes of the previous meeting

RESOLVED: to defer consideration of the minutes of the meeting held on 17 July 2014 until the December Council meeting to allow councillors an opportunity to read them.

24 Declaration of disclosable pecuniary interest

None.

25 Chairman's announcements

The Chairman reported that the Chairman of Vale of White Horse District Council, Councillor Badcock, had asked her to advise councillors that his charity dinner in aid of the Royal British Legion and the National Eczema Society would take place on Friday 7 November at Dalton Barracks, Abingdon.

Prior to the Council meeting representatives of the Ahmadiyya Muslim Community had visited her and the vice-chairman. The community worked to promote understanding, respect and peace between all people. As part of their centenary celebrations the community had raised half a million pounds for British charities including the Poppy Appeal, carried out a national blood donation drive to save lives, embarked on a feed the homeless programme to provide 20,000 meals this year and initiated a national environmental campaign to plant 50,000 trees. The community had donated £500 for one of her charities, the Royal British Legion Woman's Section. Complimentary copies of 'Life of Muhammad' and 'World Crisis and Pathway to Peace' books were available for interested councillors.

The Chairman reported that £560 was raised for her charities in a recent bowls match. She reminded councillors of the chairman's dinner on 20 March 2015.

26 Election of leader of the council

RESOLVED: to elect Mr J Cotton as leader of Council for a period ending on the day of the next post election annual meeting.

Mr Cotton appointed Rev'd A Paterson as the deputy leader of Council and Mrs A Badcock, Mr D Dodds, Mrs E Gillespie, Mr W Hall, Mrs L Lloyd, Mrs J Nimmo-Smith, Mr B Service and Mr R Simister with the portfolios as follows:

Mr Cotton: Corporate Strategy, Economic Development and Wallingford

Rev'd Paterson: Deputy Leader, Planning Policy and Customer Services

Mrs Badcock: Housing

Mr Dodds: Waste and Thame

Mrs Gillespie: Development/Building Control, Grants and Northern Parishes

Mr Hall: Finance and Henley

Mr Service: Leisure and Didcot

Mrs Lloyd: IT, HR, Legal and Democratic Services

Mrs J Nimmo-Smith: Health, Community Safety and Central Parishes

Mr R Simister: Property, Technical Services and Southern Parishes

Any changes to the scheme of delegation would be brought forward in due course.

27 Questions from the public and public participation

The chairman reported that Mr Molloy had registered to address Council on agenda item 9 – the motion. She would invite him to address Council at that item.

28 Treasury management outturn 2013/14

Council considered the Cabinet's recommendation, made at its meeting on 9 October 2014, on the outturn performance of the treasury management function for the financial year 2013/14 and the approval of the actual 2013/14 prudential indicators in accordance with the requirements of the CIPFA Treasury Management Code of Practice and Treasury Management Practice 6.

In introducing the item Mr Hall, Cabinet member for finance, reported that investment income was higher than predicted in the 2013/14 budget and the Audit and Corporate Governance Committee, at its meeting on 29 September 2014, had welcomed the report and was satisfied that the treasury activities were carried out in accordance with the treasury management strategy and policy.

Mr Hall undertook to provide Mr Turner with a written response to his questions on why the council did not make a lump sum contribution to the Oxfordshire County Council pension fund this year and what guidance the government had provided to local authorities to mitigate against a repeat of the Icelandic bank investment defaults.

RESOLVED: to

1. approve the treasury management outturn report for 2013/14;
2. approve the actual 2013/14 prudential indicators within the report of the head of finance to Cabinet on 9 October 2014.

29 Questions under Council procedure rule 34

None.

30 Motions under Council procedure rule 41

Mr Molloy addressed Council on the motion. He expressed concern that his personal data had been passed to another elector, referred to the postal voting issues experienced at the 2011 elections and the fact that the council appeared to

experience further postal vote problems and sought an assurance that postal vote electors' votes had been counted.

Mr David Turner moved and Mr J Cotton seconded the following motion:

Council regrets and apologises to all residents involved who received letters about postal voter registration which in addition to the letter to them had a copy of a similar letter on the reverse side to another resident. Council regrets what was a breach of privacy and assures residents that the software problems which resulted in this unfortunate incident have now been resolved. This is a second problem with postal voting that SODC has experienced and Council seeks assurance that it will be satisfactory for the General Election and SODC elections in 2015.

In supporting the motion a number of councillors noted that at its 2 December 2014 meeting the Scrutiny Committee would consider a report on preparations for the 2015 district, parish and parliamentary elections.

RESOLVED:

That Council regrets and apologises to all residents involved who received letters about postal voter registration which in addition to the letter to them had a copy of a similar letter on the reverse side to another resident. Council regrets what was a breach of privacy and assures residents that the software problems which resulted in this unfortunate incident have now been resolved. This is a second problem with postal voting that SODC has experienced and Council seeks assurance that it will be satisfactory for the General Election and SODC elections in 2015.

The meeting closed at 6.55pm

Chairman

Date

Cabinet Report



Listening Learning Leading

Report of Head of Finance

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To: Cabinet on: 4 December 2014

To: Council on: 11 December 2014

Council tax base 2015/16

Recommendations

1. That the report of the head of finance for the calculation of the council's tax base and the calculation of the tax base for each parish area for 2015/16 be approved
2. That, in accordance with The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by South Oxfordshire District Council as its council tax base for the year 2015/16 be 54,233.6
3. That, in accordance with The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by South Oxfordshire District Council as the council tax base for the year 2015/16 for each parish be the amount shown against the name of that parish in Appendix 1 of the report of the head of finance to Cabinet on 4 December 2014

Purpose of Report

1. The purpose of this report is to ask Cabinet to recommend the council tax base for 2015/16 to Council for approval.

Corporate Objectives

2. The calculation of the tax base is a legal requirement and an essential part of the tax setting process which helps to achieve the council's corporate objective of effectively managing its resources.

Background

3. Before the council tax can be set by the council, a calculation has to be made of the council tax base, which is an estimate of the taxable resources for the district as a whole and for each parish area.
4. The council tax base for the district has to be notified to Oxfordshire County Council and the Police and Crime Commissioner by 31 January 2015. Each parish and town council is also notified of the figure for its area.
5. The legislation requires that the council tax base is approved by full council or a non-executive body with delegated powers. No such delegation exists, so cabinet is therefore asked to recommend to council the schedule set out in **Appendix 1** as the council tax base for the district as a whole and for each parish area.

Calculation of the tax base

6. The starting point for the calculation is the total number of dwellings and their council tax band.
7. The council then allows for the following information, for each band:
 - (a) dwellings which will be entirely exempt so no tax is payable (e.g. those occupied entirely by students)
 - (b) dwellings which will attract a 25 per cent reduction (e.g. those with a single adult occupier)
 - (c) dwellings which will attract a 50 per cent reduction (e.g. those where all of the adult residents qualify for a reduction)
 - (d) dwellings which will be treated as being in a lower band because they have been adapted for a severely disabled person. The regulations provide methodology to take account of the reduction available to those in band A dwellings
 - (e) dwellings which will be on the valuation list but which attract discounts or disablement relief or are exempt, for only part of the year
 - (f) dwellings which will attract a reduction through the council tax reduction scheme
8. Each band is then converted into "band D equivalents" by applying the factor laid down by legislation. For example, a band A dwelling is multiplied by 2/3 to arrive at the band D equivalent figure, whilst a band H dwelling is multiplied by two. All these are then added together to give a total of band D equivalents.
9. A final adjustment is required to allow for non-collection. The council is required to decide what its collection rate is likely to be and apply this to its council tax base. For the 2014/15 tax the council assumed 98 per cent would eventually be collected and it is proposed to use 98 per cent again in 2015/16.

Taxbase for 2015/16

10. Based on the assumptions detailed above the council tax base for 2015/16 is 54,233.6.
11. Similar calculations are required for each parish in order to calculate the proportion of the district's tax base which relates to its area. A schedule of the tax base for each parish is set out in **Appendix 1**.
12. To calculate the council tax amounts payable per property band for the council, its council tax requirement (i.e. the amount of council tax to be raised) is divided by the Band D equivalent (taxbase). This will be finalised during January and February, culminating in the council tax being set by council on 19 February 2015 (this date is subject to the council being notified of the major precepting authorities' council tax requirements).

Financial Implications

13. These are set out in the body of the report.

Legal Implications

14. These are set out in the body of the report.

Background Papers

None

PARISH COUNCIL TAX BASES - 2015-16

PARISH/TOWN COUNCIL	NUMBER OF DWELLINGS 2015-16	PARISH TAX BASE 2015-16	PARISH TAX BASE 2014-15	PARISH/TOWN COUNCIL	NUMBER OF DWELLINGS 2015-16	PARISH TAX BASE 2015-16	PARISH TAX BASE 2014-15
Adwell	13	12.7	12.8	Sandford on Thames	582	487.0	491.2
Aston Rowant	335	420.7	421.6	Shiplake	727	966.3	889.6
Aston Tirrold	148	172.8	170.3	Shirburn	55	58.2	58.9
Aston Upthorpe	71	84.2	82.2	Sonning Common	1,601	1,575.3	1,549.3
Beckley & Stowood	250	273.5	272.3	South Moreton	129	124.9	137.8
Benson	1,744	1,692.5	1,691.3	South Stoke	213	223.5	219.5
Berinsfield	1,101	633.9	626.6	Stadhampton	322	320.1	322.4
Berrick Salome	121	161.4	158.3	Stanton St John	189	220.6	216.4
Binfield Heath	277	310.7	309.6	Stoke Row	265	309.8	297.7
Bix & Assendon	253	319.2	323.2	Stoke Talmage	22	28.3	27.3
Brightwell Baldwin	81	101.6	99.0	Swyncombe	117	133.6	133.2
Brightwell cum Sotwell	614	644.9	639.6	Sydenham	148	153.3	153.4
Britwell Salome	87	103.8	99.0	Tetsworth	285	290.9	284.4
Chalgrove	1,126	1,034.8	1,028.1	Thame	5,032	4,296.0	4,225.7
Checkendon	206	230.6	229.3	Tiddington with Albury	276	266.9	265.2
Chinnor	2,587	2,385.4	2,314.6	Toot Baldon	57	68.8	70.6
Cholsey	1,627	1,424.7	1,426.6	Towersey	176	177.0	176.0
Clifton Hampden	251	282.5	277.9	Wallingford	3,566	2,847.3	2,669.0
Crowell	47	59.6	58.2	Warborough	434	469.7	469.4
Crowmarsh	700	657.1	650.4	Waterperry with Thomley	72	79.8	76.5
Cuddesdon & Denton	199	161.5	161.1	Waterstock	38	43.5	42.9
Culham	170	168.4	170.8	Watlington	1,218	1,142.9	1,115.6
Cuxham with Easington	60	60.7	59.6	West Hagbourne	111	122.5	121.8
Didcot	11,166	8,379.0	7,757.4	Wheatfield	11	15.2	12.8
Dorchester	483	534.6	520.9	Wheatley	1,840	1,693.7	1,611.4
Drayton St Leonard	115	127.2	128.4	Whitchurch on Thames	335	393.6	393.0
East Hagbourne	493	496.2	738.2	Woodcote	1,035	1,027.9	1,011.0
Elsfield	48	55.7	53.9	Woodeaton	29	38.4	38.8
Ewelme	423	368.2	368.6				
Eye & Dunsden	148	180.9	176.2	TOTAL	58,229	54,233.6	53,217.1
Forest Hill with Shotover	366	326.5	325.6				
Garsington	749	670.9	668.0				
Goring	1,486	1,666.4	1,681.4				
Goring Heath	495	585.8	582.8				
Great Haseley	235	246.1	247.9				
Great Milton	336	312.7	307.5				
Harpsden	165	225.9	296.3				
Henley on Thames	5,752	5,610.0	5,536.7				
Highmoor	133	158.3	159.2				
Holton	157	172.5	229.4				
Horspath	612	597.7	592.5				
Ipsden	151	162.1	161.7				
Kidmore End	515	666.9	662.5				
Lewknor	287	303.4	295.8				
Little Milton	206	210.3	211.2				
Little Wittenham	28	34.3	34.3				
Long Wittenham	357	345.4	344.4				
Mapledurham	129	123.0	122.8				
Marsh Baldon	114	121.9	125.2				
Moulsford	213	251.3	249.6				
Nettlebed	338	358.9	348.2				
Newington	48	55.9	54.9				
North Moreton	155	190.9	175.4				
Nuffield	218	232.7	227.9				
Nuneham Courtenay	92	95.5	85.7				
Pishill with Stonor	142	186.5	187.5				
Pyrtton	91	107.9	108.6				
Rotherfield Greys	152	197.5	197.7				
Rotherfield Peppard	678	902.4	889.6				

Cabinet Report



Listening Learning Leading

Report of Head of Finance

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To: Cabinet on: 4 December 2014

To: Council on: 11 December 2014

Council tax reduction scheme grant for town and parish councils

Recommendations

That Cabinet recommends to Council:

(a) that the total council tax reduction scheme grant to be passed down to town and parish councils for 2015/16 be **£179,352**

(b) that a review of the methodology for determining the total amount of grant for town and parish councils be undertaken during 2015/16 to assess the impact of the council tax reduction scheme on parish precepts

(c) that the individual grant amounts for towns and parishes are as set out in **Appendix 1** to this report

Purpose of Report

1. The purpose of this report is for Cabinet to recommend to council the total amount of council tax reduction scheme grant that will be passed down to town and parish council for 2015/16.

Corporate Objectives

2. The council receives an annual grant from central government which can be passed down to town and parish councils to mitigate the impact of the council tax reduction scheme on their taxbases. Passing down the grant can help keep down the town and parish element of council tax bills. Determining the amount of grant with reference to

the council's Medium Term Financial Plan will help keep the council's council tax as low as possible. Distributing the grant will help meet the objective of effective management of resources.

Background

3. The council tax reduction scheme (CTRS) takes the form of a discount on the council tax bill and, like other discounts (e.g. the single person's 25 per cent discount), has the effect of reducing the council's council tax base. Reducing the tax base means that, if the council's budget requirement remained the same, the amount of council tax charged would increase, or if council tax was not increased the income generated would reduce. This applies to both billing authorities (South Oxfordshire) and major precepting authorities (Oxfordshire County Council and the Police and Crime Commissioner), as well as local precepting authorities (town and parish councils).
4. To mitigate the impact of the reduced council tax base, each year the Government distributed, via revenue support grant and business rates retention, a non-ring-fenced grant to billing authorities and major precepting authorities. Because the Government does not have a method for passing down funding direct to town and parish councils the grant given to billing authorities includes an amount "*attributable to local precepting authorities*".

Amount of council tax reduction scheme grant for 2015/16

5. For 2013/14 the Government advised that out of the council's total funding for council tax support of £665,085, £245,946 was attributable to town and parish councils. These were separately identifiable amounts within the council's total formula grant and business rates retention funding from the Government.
6. However, for 2014/15, funding for council tax support was no longer identifiable; it had been rolled-up within revenue support grant and the council's baseline funding level for business rates retention. The Government advised:

*"The allocation for Council Tax Support funding in England is £3.3bn in both 2013-14 and 2014-15. From 2014-15, the level of council tax support funding will be combined with formula funding and together they will be scaled back for individual councils according to their combined spending trajectory, by service tier. It is, though, entirely for local authorities to decide how much they are prepared to spend on council tax support, which is why allocations for future years are not separately identifiable."*¹

7. In its 2013 Spending Review the Government indicated that funding for the council would reduce by 13.7 per cent in 2014/15. Therefore, it was assumed that all components of the overall Government funding – including the town and parish CTRS grant component – would reduce equally by the same 13.7 per cent. In view of this the 2013/14 town and parish grant figure of £245,946 became £212,252 for 2014/15.
8. The provisional local government settlement for 2014/15 which was announced on 18 December 2013 also gave illustrative figures for 2015/16. Based on this information it would appear that the council can expect a further reduction in Government funding of

¹ Source - Business rates retention and the local government finance settlement, a practitioners guide (<http://www.local.odpm.gov.uk/finance/1314/practitionersguides.pdf>)

15.5 per cent. If the pot available to town and parish councils is reduced by the same percentage the funding would reduce to £179,352.

9. The “*Revenue Budget 2014/15 and Capital Programme to 2018/19*” report to Cabinet, Scrutiny and Council in February 2014 advised (paragraph 30)² that the proposed Medium Term Financial Plan (MTFP) showed the council tax reduction scheme grant reducing in line with Government funding going forward.
10. Therefore, using the methodology adopted for 2014/15, and having consideration to the provisional local government settlement and the council’s MTFP, the funding to be passed down to town and parish councils for 2015/16 is £179,352. A review of this methodology will be undertaken by the council during 2015/16 to assess the impact of the council tax reduction scheme on parish precepts. The outcome of the review will influence the amount of funding to be made available in future years and allocations in years 2016/17 onwards are not guaranteed.

Method of distribution

11. The funding pot as determined above will be distributed to town and councils using the same formula as was used for 2013/14 and 2014/15. This formula looks at the effect the council tax reduction scheme has had on the town and parishes’ individual taxbases and calculates the notional “council tax forgone”. The town and parish councils then receive a fixed percentage of the council tax forgone. Based on this the proposed 2015/16 council tax reduction scheme grant allocations for town and councils are set out in **Appendix 1**.

Financial Implications

12. The council tax reduction scheme grant from the government is contained within the council’s revenue support grant and the council’s baseline funding level for business rates retention. Overall funding is likely to reduce by 15.5 per cent therefore, by reducing the grant to be distributed to town and parish councils by 15.5 per cent there is a neutral financial impact on the council.

Legal Implications

13. Whilst the council tax reduction scheme grant is not ring-fenced, there is an expectation that councils will use it to mitigate the effect on local precepting authorities of the reduced council tax base.

Risks

14. There is a risk that some town and parish councils may challenge the methodology if they believe that they have not received what they think is an appropriate share. However, the Government has not specified any methodology to follow and there is no legal requirement for any of the funding to be passed on.

Other implications

15. There are no other implications arising directly from this report.

² Source - Revenue Budget 2014/15 and Capital Programme to 2018/19
(<http://democratic.southoxon.gov.uk/documents/s3256/South%20budget.pdf>)

Conclusion

16. The council will receive funding during 2015/16 that is attributable to town and parish councils to mitigate the impact of the council tax reduction scheme on their taxbases. A decision is required on how that funding should be distributed.

Background Papers

- None

Town/parish	Unadjusted 2015/16 tax base	CTRS grant
Adwell	13.5	£0
Aston Rowant	429.1	£204
Aston Tirrold	182.4	£297
Aston Upton	87.1	£104
Beckley & Stowood	289.0	£1,134
Benson	1,767.0	£3,147
Berinsfield	804.7	£15,019
Berrick Salome	163.6	£50
Binfield Heath	327.7	£298
Bix & Assendon	329.2	£131
Brightwell Baldwin	101.9	£0
Brightwell cum Sotwell	676.9	£874
Britwell Salome	107.3	£10
Chalgrove	1,105.2	£3,632
Checkendon	243.6	£324
Chinnor	2,503.0	£7,934
Cholsey	1,535.8	£4,228
Clifton Hampden	291.9	£152
Crowell	60.2	£0
Crowmarsh	699.9	£1,476
Cuddesdon & Denton	175.6	£355
Culham	179.6	£585
Cuxham with Easington	67.4	£0
Didcot	9,203.7	£49,405
Dorchester	558.6	£1,063
Drayton St Leonard	131.5	£58
East Hagbourne	527.7	£915
Elsfield	56.8	£12
Ewelme	377.4	£256
Eye & Dunsden	184.8	£131
Forest Hill with Shotover	360.5	£723
Garsington	713.5	£776
Goring	1,725.2	£1,873
Goring Heath	607.6	£395
Great Haseley	260.3	£423
Great Milton	340.4	£749
Harpden	228.4	£25
Henley on Thames	6,023.5	£21,266
Highmoor	164.6	£120
Holton	177.2	£171
Horspath	621.4	£787
Ipsden	172.7	£173
Kidmore End	677.0	£333
Lewknor	322.8	£518
Little Milton	225.6	£442
Little Wittenham	34.3	£0
Long Wittenham	358.4	£363
Mapledurham	135.3	£282
Marsh Baldon	126.4	£88
Moulsoford	257.1	£169
Nettlebed	386.2	£499
Newington	58.0	£20
North Moreton	195.4	£80
Nuffield	244.4	£173
Nuneham Courtenay	103.2	£237
Pishill with Stonor	188.6	£33
Pyrton	113.7	£25
Rotherfield Greys	201.7	£101
Rotherfield Peppard	919.0	£254
Sandford on Thames	518.2	£935
Shiplake	995.7	£498
Shirburn	62.7	£28
Sonning Common	1,676.0	£2,484
South Moreton	135.8	£297
South Stoke	237.6	£455
Stadhampton	338.8	£394
Stanton St John	226.7	£163
Stoke Row	320.1	£201
Stoke Talmage	28.3	£0
Swyncombe	144.3	£227
Sydenham	158.3	£157
Tetsworth	309.9	£419
Thame	4,596.8	£20,794
Tiddington with Albury	283.6	£431
Toot Baldon	71.1	£42
Towersey	191.8	£519
Wallingford	3,146.7	£17,643
Warborough	487.7	£694
Waterperry with Thomley	82.3	£30
Waterstock	43.7	£0
Watlington	1,227.5	£3,748
West Hagbourne	125.7	£96
Wheatfield	16.2	£0
Wheatley	1,785.7	£3,544
Whitchurch on Thames	410.4	£617
Woodcote	1,090.7	£2,044
Woodeaton	38.4	£0
Total	57,875.2	£179,352

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Council



Report of Head of Legal and Democratic Services

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To: COUNCIL

Date: 11 December 2014

Local Authorities (Members' Allowances) (England) Regulations 2003 – proposal to appoint a joint Independent Remuneration Panel

Recommendations

subject to the agreement of Vale of White Horse District Council, to:

- (a) dissolve the existing independent remuneration panel with effect from the appointment of the joint independent remuneration panel;
- (b) appoint a joint independent remuneration panel with Vale of White Horse District Council to carry out reviews of the councillors' allowances schemes at both councils and make recommendations on any changes to the schemes to the relevant Council;
- (c) make the appointment of the joint independent remuneration panel effective until May 2020, one year after the 2019 district council elections;
- (d) authorise the head of legal and democratic services to make appointments to the joint independent remuneration panel, and advise councillors in due course of the outcome of the appointments process.

Purpose of Report

1. To invite Council to appoint a joint independent remuneration panel with Vale of White Horse District Council for the purposes of reviewing the councillors' allowances schemes and making recommendations to the councils.

Background

2. The council has a duty to establish and maintain an independent remuneration panel to review councillors' allowances and make recommendations to the council. The council can only approve a councillors' allowances scheme having first considered the report of its independent remuneration panel.
3. The council adopted its current scheme in December 2011 following consideration of the panel's report, with effect from 1 April 2012. Each year since 2011, the Council has declined to increase the allowances. However, the new panel will be asked to review the current scheme and report to Council in May 2015.

The current independent remuneration panel

4. The council appointed five independent persons to its current panel in 2011, with their terms of office running until May 2016, one year after the next district council elections. South Oxfordshire's panel has not met since the review in 2011 and it is unknown whether all of South Oxfordshire's panel members wish to continue this voluntary role.

Proposal for a joint panel

5. The leaders of South Oxfordshire and Vale of White Horse District Councils have suggested that Council considers a joint independent remuneration panel. Officers see merit in this proposal as it will reduce the time taken to review the two councils' schemes.
6. The panel must consist of a minimum of three independent persons who cannot be members of either council, nor be anyone who is disqualified from being an elected member of the council. Officers recommend that the panel is appointed after an advertisement, and a full application and appointment process.
7. The joint panel should ideally be appointed for a number of years to allow it to build up expertise in the councils' schemes, the regulations, government guidance and other best practice. Officers recommend that the panel is appointed until May 2020, one year after the 2019 district council elections. Council is asked to authorise the head of legal and democratic services to make appointments to the joint panel, ideally of five members. Existing panel members from each council will be invited to apply, while simultaneously an advertisement will be placed on the council's website for new panel members. Councillors will be updated of the outcome of the appointments process.

Financial Implications

8. The appointment of a single joint independent remuneration panel should bring economies of scale with less time required to conduct reviews. The data gathering exercise in any review will be shorter as information can be shared across the two

councils. The process of reviewing the two councils' schemes should be simpler and avoid duplication of resources. While it is possible that there may be differences in the schemes the joint panel recommends to the two councils, the schemes will have many similarities resulting from the regulations and government guidance on councillors' allowances schemes, and that both councils operate a leader and Cabinet style of executive arrangements, and a scrutiny committee. The remainder of the committee structures are similar also.

Legal Implications

9. In accordance with the Local Government and Housing Act 1989, the Local Government Act 2000, and The Local Authorities (Members' Allowances) (England) Regulations 2003, councils have a duty to consider the findings of an independent remuneration panel before determining any councillors' allowances scheme. The regulations place a statutory obligation on the council to establish and maintain an independent remuneration panel to look at councillors' allowances and report its views to the council. There is a statutory obligation for a panel of at least three members, none of whom is also a member of the council or is a member of a committee or sub-committee of the council, nor disqualified from being an elected member of the council (s.80 of the Local Government Act 1972, and s79 and 83(ii) of the Local Government Act 2000).

Risks

10. The panel may consider that both councils should be treated the same and adopt a joint councillors' allowances scheme. However, the presence of a joint panel does not require the councils to have a joint scheme. Both councils are free to adopt different schemes if they wish.

Conclusion

11. The council is recommended to appoint a joint independent remuneration panel with Vale of White Horse District Council. This will avoid duplication of effort to conduct reviews of the councillors' allowances schemes. Council will be free to adopt its own scheme and will not be required to adopt the same scheme as Vale of White Horse District Council.

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Council report



Report of the Returning Officer

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To: Council

DATE: 11 December 2014

Elections - scales of fees, charges 2015

Recommendations

Council is asked to

1. agree the scales of fees for district and parish council elections, parish polls and neighbourhood planning referendums for 2015/16 as set out in the Appendix to this report;
2. agree to continue to charge parish and town councils for running elections on their behalf.

Purpose of Report

1. This report recommends the adoption of scales of fees payable to the returning officer (RO) in connection with district and parish council elections, parish polls and neighbourhood planning referendums for 2015/16 and that council continues to charge parish and town councils for running elections on their behalf.

Strategic Objectives

2. The setting of transparent fees contributes to the corporate objective of effective management of resources.

Background

3. The Representation of the People Act 1983 (the 1983 Act), Section 36 (4) requires the council to cover all expenditure incurred by the returning officer in the holding of an election for all or any seats on it. The council may set scales of expenditure which the returning officer (RO) must not exceed. The fees for conducting Parliamentary, and European Parliamentary and Police and Crime Commissioner elections are regulated by the Returning Officers' Fees and Charges Orders made by the Government.

Scale of fees

4. At its meeting on 9 December 2010 Council agreed scales of fees for elections and parish polls in accordance with provisions in the Representation of the People Act 1983 and the Local Government Act 1972. At its meeting on 23 April 2013 Council agreed a scale of fees for neighbourhood planning referendums.
5. Council now needs to approve a scale of fees and charges for 2015/16. Officers have used the fees and charges format previously agreed by council. Some post fees have been increased (presiding officer, poll clerk and postal vote staff positions) by up to £5 to reflect rates payable by similar authorities.
6. A number of fees for the returning officer are shown. The RO uses these fees to pay both himself and key staff. After the 2015 elections, the returning officer will report actual expenditure to the audit and corporate governance committee. This will set out the cost of the elections and detail the total amount of fees paid to the RO and each of his deputies.
7. Following the 2015 elections officers will undertake a full review of the fees and charges structure with colleagues from within Oxfordshire and examine best practise from around the country with the aim of further simplifying the process. Council will receive a report at its meeting in December 2015.

Charging parish and town councils for the costs of holding elections

8. Any expenditure incurred in the election of a parish councillor is rechargeable only on the parish for which the election was held. The 1983 Act makes provision for district councils to re-charge the relevant parish council for running elections on their behalf. Previously the council has levied such a charge. The RO recommends that a charge is levied and that where there is a combined district, parish and parliamentary election, this should be on the basis of equal apportionment of shared costs.

Financial Implications

9. If the council discontinues its current practice of recharging parish and town councils for the costs of running their elections, this will create a significant additional budget pressure. The council would have to meet any costs that it could not contain within the overall budget from the contingency fund.

Legal Implications

10. There is a requirement for the council to agree the scales of fees for district and parish council elections, referendums and parish polls and to make a decision on recharging parish councils for the running elections on their behalf.

Other implications

11. None.

Conclusion

12. This report asks council to agree scales of fees for district and parish council elections, referendums and parish polls for 2015/16 and to agree to charge parish councils for running their elections.

Background Papers

Representation of the People Act 1983
Existing Scales of Expenditure for Elections.

APPENDIX A

Scale 1 – Scale of expenditure for elections of District Councillors

Only the fees and disbursements specified below shall be chargeable. The fees payable to the Returning Officer or his/her duly appointed Deputy Returning Officer(s) shall include all payments which he/she makes from his/her fees to other persons by way of remuneration of services undertaken on his/her behalf.

In no case shall a charge exceed the sum actually and necessarily paid or payable by the Returning Officer. Subject to this, the maximum charges are set out in the scale.

Part 1 – Uncontested Elections

A – Fees

- | | | |
|---|--|-----|
| 1 | To the Returning Officer, or where appropriate a Deputy Returning Officer for carrying out all the duties assigned to him / her by the Returning Officer for conducting the election and generally performing the duties required by any enactments relating to the election, other than any duties for which separate fees are provided for each ward a fee of | £60 |
| 2 | To the Returning Officer, or a Deputy Returning Officer for services in connection with the preparation , maintenance and issue of official poll cards for each ward a fee of | £35 |

B – Disbursements

- | | | |
|---|---|--------------------------|
| 3 | For the employment of persons for clerical and other assistance for each ward a fee of | £40 |
| 4 | For printing and providing nomination packs and forms , notices and other documents required for the election, including the printing costs, computer charges and all associated costs, together with advertising expenses, postage, telephone calls and miscellaneous expenses for each ward a fee of | £115 |
| 5 | For printing and postage of poll cards | Actual and necessary |
| 6 | Travelling expenses of the Returning Officer, Deputy Returning Officer and Assistants | HMRC rate actual mileage |

Part 2 – Contested Elections

A – Fees

- 7 To the Returning Officer, or where appropriate a Deputy Returning Officer for carrying out all the duties assigned to him / her by the Returning Officer for **conducting the election** and generally performing the duties required by any enactments relating to the election, other than any duties for which separate fees are provided for each ward a fee of £115

(If the Returning Officer or duly appointed Deputy Returning Officer also carries out the functions specified under **items 8, 9, and 10** of this scale, he/she will be entitled to claim the fees payable under those items of this scale)

- 8 To the Returning Officer, or a Deputy Returning Officer for services in connection with the preparation , **maintenance and issue of official poll cards** for each ward a fee of £35

- 9 To the Returning Officer, or a Deputy Returning Officer appointed for the purposes of Rules 25(b) and 38 to 44(1) of the Local Elections (Principal Areas) Rules 1986 (or such legislation as may subsequently be enacted), for making arrangements for the **issue and opening of postal votes** for each ward a fee of £55

- 10 To the Returning Officer, or a Deputy Returning Officer appointed for the purposes of Rules 25(b) and 38 to 44(1) of the Local Elections (Principal Areas) Rules 1986 (or such legislation as may subsequently be enacted), for making arrangements for **counting the votes and declaring the results of the poll** for each ward a fee of £115

(A Deputy Returning Officer appointed under **item 10** cannot also claim the fee payable under **items 18 and 19** of this scale)

B – Disbursements

- 11 For the employment of persons for **clerical and other assistance** for each ward a fee of £70

- 12 For **printing and providing nomination packs and forms**, notices and other documents required for the election, including the printing costs, computer charges and all associated costs, together with advertising expenses, postage, telephone calls and miscellaneous expenses for each ward a fee of £115

- 13 **Presiding Officer**, a fee of £195
or where a poll is combined with any other poll, a fee of £220

- 14 **Poll Clerk**, a fee of £115

or where a poll is combined with any other poll, a fee of £135

(The fees for Presiding Officers and Poll Clerks include all expenses other than travelling expenses specified in **item 20** of this scale)

An additional poll clerk may be employed full-time or part time at a polling station at the discretion of the Returning Officer or his/her duly appointed Deputy Returning Officer and may be paid an appropriate amount within the fee payable under **item 14** of this scale, such amount to be determined by the Returning Officer or his/her duly appointed Deputy Returning Officer.

The Returning Officer may also retain reserve staff on a standby basis and pay them an appropriate amount within the fees payable under **items 13 and 14** of this scale.

The Returning Officer has discretion under item 13 to pay a presiding officer an enhanced fee if covering more than one polling station or supervising a number of less experienced presiding officers within a polling place.

- | | | |
|----|---|--------|
| 15 | Presiding Officer and/or Poll Clerk attending a training session a fee up to the amount specified below to be determined by the Returning Officer or his/her duly appointed Deputy Returning Officer | |
| | (a) by-elections | No fee |
| | (b) ordinary / combined elections | £30 |

- | | | |
|----|---|-----|
| 16 | To the Returning Officer or his/her duly appointed representatives, for inspection and supervision of each polling station a fee per polling place | £20 |
|----|---|-----|

The fee payable to any one inspector shall not exceed £220.

- | | | |
|----|--|-----------------|
| 17 | For the employment of persons in connection with the issue and receipt of postal ballot papers . For each ward fees as follows: - | |
| | (a) postal vote supervisors | £12.50 per hour |
| | (b) postal vote count assistants | £10 per hour |

The Returning Officer has discretion to reduce the fees payable in connection with the issue and receipt of postal ballots papers as he/she determines appropriate.

- | | | |
|----|------------------------------------|------|
| 18 | Count Supervisor , a fee of | |
| | (a) by-elections | £40 |
| | (b) ordinary / combined elections | £100 |
| 19 | Count Assistant , a fee of | |
| | (a) by-elections | £20 |
| | (b) ordinary / combined elections | £70 |

The Returning Officer may exercise discretion to pay lower count

supervisor and count assistant fees in the case of a day time count. He/she may also exercise discretion to pay higher fees in the case of longer counts.

- | | | |
|----|--|---------------------------|
| 20 | Travelling expenses of the Returning Officer, Deputy Returning Officer, Assistants, Presiding Officer, Poll Clerks, Count Assistants, Polling Station Inspectors and any other person | HMRC rate |
| 21 | Fees associated with each polling station as follows: - | |
| | (a) Hire and associated costs (heating / electric) of polling station venue | Actual and necessary cost |
| | (b) Compensation payable in consequence of the cancellation of functions in order to make suitable premises available for use as polling stations | Actual and necessary cost |
| | (c) Booking halls, writing letters, arranging staff, preparation of ballot box and licence costs | Actual and necessary cost |
| | (d) Polling booth / screen delivery | Actual and necessary cost |
| | (e) Paper, stationery packs | Actual and necessary cost |
| | (f) Manual assistance (for moving ballot boxes and stationery) | Actual and necessary cost |
| | Note A - Some wards may have more than one polling station. | |
| 22 | Printing of ballot papers | Actual and necessary cost |
| 23 | Printing and postage of poll cards | Actual and necessary cost |
| 24 | Fees associated with postal vote issue and opening as follows: - | |
| | (a) Hire and associated costs (heating / electric) of postal vote opening venue | Actual and necessary cost |
| | (b) Compensation payable in consequence of the cancellation of functions in order to make suitable premises available for use as postal vote venue | Actual and necessary cost |
| | (c) Postal vote packs printing | Actual and necessary cost |
| | (d) Postage of postal packs (issue and return) | Actual and necessary cost |
| 25 | Fees associated with the count as follows: - | |
| | (a) Hire and associated costs (heating / electric) of count venue | Actual and necessary cost |
| | (b) Compensation payable in consequence of the cancellation of functions in order to make suitable premises available for use as | Actual and necessary |

count venue

cost

(c) Stationery and equipment for the count

Actual and
necessary
cost

(d) Additional printing/notices for the count

Actual and
necessary
cost

26 **Any other costs** associated with the election, such as bank charges and any other miscellaneous costs

Actual and
necessary
cost

27 **Copy of the register**

Actual and
necessary
cost

Note B - At a combined election of District and Parish Councillors, other than the expenses involved in producing official poll cards which are to be borne solely by the District Council, the costs are to be shared on an equal basis between the District Council and the Parish/Town Councils concerned, unless a particular expense can actually be allocated to a specific authority, but

(a) in the case of costs associated with postal vote opening, recharges will be calculated based on the number of postal votes issued as a percentage of the total number of postal votes returned; and

(b) in the case of costs associated with the count, recharges will be calculated based on the number of contested parish/town, or ward of a parish/town / ward electorate as a percentage of the total number of contested electorate.

Note C - In the event of a combined District Election with any other election(s) and/or Referendum, the recharges associated with the Referendum will be determined by the Returning Officer having regard to any funding provided for such an event and any national guidance. Any remaining costs will be apportioned as detailed in Note B above.

Scale 2 – Scale of expenditure for elections of Parish Councillors

Only the fees and disbursements specified below shall be chargeable. The fees payable to the Returning Officer or his/her duly appointed Deputy Returning Officer(s) shall include all payments which he/she makes from his/her fees to other persons by way of remuneration of services undertaken on his/her behalf.

In no case shall a charge exceed the sum actually and necessarily paid or payable by the Returning Officer. Subject to this, the maximum charges are set out in the scale.

Part 1 – Uncontested Elections

A – Fees

- | | | |
|---|---|-----|
| 1 | To the Returning Officer, or where appropriate a Deputy Returning Officer for carrying out all the duties assigned to him / her by the Returning Officer for conducting the election and generally performing the duties required by any enactments relating to the election, other than any duties for which separate fees are provided for each parish/town, or ward of a parish/town at which an election is held, a fee of | £30 |
| 2 | To the Returning Officer, or a Deputy Returning Officer for services in connection with the preparation , maintenance and issue of official poll cards
a flat fee according to the number of seats for each parish/town, or ward of a parish/town at which an election is held as follows: - | |
| | 1 – 5 seats | £10 |
| | 6 – 9 seats | £15 |
| | 10 – 14 seats | £20 |
| | 15 and above seats | £25 |

B – Disbursements

- | | | |
|---|---|-----|
| 3 | For the employment of persons for clerical and other assistance for each parish/town, or ward of a parish/town at which an election is held, a fee of | £20 |
| 4 | For printing and providing nomination packs and forms , notices and other documents required for the election, including the printing costs, computer charges and all associated costs, together with advertising expenses, postage, telephone calls and miscellaneous expenses
a flat fee according to the number of seats for each parish/town, or ward of a parish/town at which an election is held as follows: - | |
| | 1 – 5 seats | £35 |
| | 6 – 9 seats | £50 |
| | 10 – 14 seats | £65 |
| | 15 and above seats | £80 |

- | | | |
|---|---|----------------------|
| 5 | For printing and postage of poll cards | Actual and necessary |
| 6 | Travelling expenses of the Returning Officer, Deputy Returning Officer and Assistants | HMRC rate |

Part 2 – Contested Elections

A – Fees

- | | | |
|---|---|-----|
| 7 | To the Returning Officer, or where appropriate a Deputy Returning Officer for carrying out all the duties assigned to him / her by the Returning Officer for conducting the election and generally performing the duties required by any enactments relating to the election, other than any duties for which separate fees are provided a flat fee according to the number of seats for each parish/town, or ward of a parish/town at which an election is held as follows: - | |
| | 1 – 5 seats | £50 |
| | 6 – 9 seats | £55 |
| | 10 – 14 seats | £60 |
| | 15 and above seats | £65 |

(If the Returning Officer or duly appointed Deputy Returning Officer also carries out the functions specified under **items 8, 9, and 10** of this scale, he/she will be entitled to claim the fees payable under those items of this scale)

- | | | |
|---|--|-----|
| 8 | To the Returning Officer, or a Deputy Returning Officer for services in connection with the preparation, maintenance and issue of official poll cards a flat fee according to the number of seats for each parish/town, or ward of a parish/town at which an election is held as follows: - | |
| | 1 – 5 seats | £10 |
| | 6 – 9 seats | £15 |
| | 10 – 14 seats | £20 |
| | 15 and above seats | £25 |

- | | | |
|---|--|-----|
| 9 | To the Returning Officer, or a Deputy Returning Officer appointed for the purposes of Rules 25(b) and 38 to 44(1) of the Local Elections (Principal Areas) Rules 1986 (or such legislation as may subsequently be enacted), for making arrangements for the issue and opening of postal votes a flat fee according to the number of seats for each parish/town, or ward of a parish/town at which an election is held as follows: - | |
| | 1 – 5 seats | £20 |
| | 6 – 9 seats | £25 |
| | 10 – 14 seats | £30 |
| | 15 and above seats | £35 |

- | | | |
|----|--|--|
| 10 | To the Returning Officer, or a Deputy Returning Officer appointed for the purposes of Rules 25(b) and 38 to 44(1) of the Local Elections (Principal Areas) Rules 1986 (or such legislation as may subsequently be enacted), for making arrangements for counting the votes and declaring the results of the poll a flat fee according to the number of seats for each parish/town, or | |
|----|--|--|

ward of a parish/town at which an election is held as follows: -

1 – 5 seats	£50
6 – 9 seats	£55
10 – 14 seats	£60
15 and above seats	£65

(A Deputy Returning Officer appointed under **item 10** cannot also claim the fee payable under **items 18 and 19** of this scale)

B – Disbursements

- 11 For the employment of persons for **clerical and other assistance** a flat fee according to the number of seats for each parish/town, or ward of a parish/town at which an election is held as follows: -
- | | |
|--------------------|-----|
| 1 – 5 seats | £20 |
| 6 – 9 seats | £30 |
| 10 – 14 seats | £40 |
| 15 and above seats | £50 |
- 12 For **printing and providing nomination packs and forms**, notices and other documents required for the election, including the printing costs, computer charges and all associated costs, together with advertising expenses, postage, telephone calls and miscellaneous expenses a flat fee according to the number of seats for each parish/town, or ward of a parish/town at which an election is held as follows: -
- | | |
|--------------------|-----|
| 1 – 5 seats | £35 |
| 6 – 9 seats | £50 |
| 10 – 14 seats | £65 |
| 15 and above seats | £80 |
- 13 **Presiding Officer**, a fee of £195
or where a poll is combined with any other poll, a fee of £220
- 14 **Poll Clerk**, a fee of £115
or where a poll is combined with any other poll, a fee of £135

(The fees for Presiding Officers and Poll Clerks include all expenses other than travelling expenses specified in **item 20** of this scale)

An additional poll clerk may be employed full-time or part time at a polling station at the discretion of the Returning Officer or his/her duly appointed Deputy Returning Officer and may be paid an appropriate amount within the fee payable under **item 14** of this scale, such amount to be determined by the Returning Officer or his/her duly appointed Deputy Returning Officer.

The Returning Officer may also retain reserve staff on a standby basis and pay them an appropriate amount within the fees payable under **items 13 and 14** of this scale.

The Returning Officer has discretion under item 13 to pay a

presiding officer an enhanced fee if covering more than one polling station or supervising a number of less experienced presiding officers within a polling place.

- 15 **Presiding Officer and/or Poll Clerk attending a training** session a fee up to the amount specified below to be determined by the Returning Officer or his/her duly appointed Deputy Returning Officer
- | | |
|-----------------------------------|--------|
| (a) by-elections | No fee |
| (b) ordinary / combined elections | £30 |

- 16 To the Returning Officer or his/her duly appointed representatives, for **inspection and supervision of each polling station** a fee per polling place of
- | | |
|--|-----|
| | £20 |
|--|-----|

The fee payable to any one inspector shall not exceed £220.

- 17 For the employment of persons in connection with the **issue and receipt of postal ballot papers**. For each parish/town, or ward of a parish/town at which an election is held as follows: -
- | | |
|----------------------------------|-----------------|
| (a) postal vote supervisors | £12.50 per hour |
| (b) postal vote count assistants | £10 per hour |

The Returning Officer has discretion to reduce the fees payable in connection with the issue and receipt of postal ballots papers as he/she determines appropriate.

- 18 **Count Supervisor**, a fee of
- | | |
|-----------------------------------|------|
| (a) by-elections | £20 |
| (b) ordinary / combined elections | £100 |

- 19 **Count Assistant**, a fee of
- | | |
|-----------------------------------|-----|
| (a) by-elections | £10 |
| (b) ordinary / combined elections | £70 |

The Returning Officer may exercise discretion to pay lower count supervisor and count assistant fees in the case of a day time count. He/she may also exercise discretion to pay higher fees in the case of longer counts.

- 20 **Travelling expenses** of the Returning Officer, Deputy Returning Officer, Assistants, Presiding Officer, Poll Clerks, Count Assistants, Polling Station Inspectors and any other person
- | | |
|--|-------------------|
| | HMRC rate mileage |
|--|-------------------|

- 21 Fees associated with each **polling station** as follows: -
- | | |
|---|---------------------------|
| (a) Hire and associated costs (heating / electric) of polling station venue | Actual and necessary cost |
| (b) Compensation payable in consequence of the cancellation of functions in order to make suitable premises available for use as polling stations | Actual and necessary cost |

- | | |
|---|------------|
| (c) Booking halls, writing letters, arranging staff, preparation of | Actual and |
|---|------------|

ballot box and licence costs	necessary cost
(d) Polling booth / screen delivery	Actual and necessary cost
(e) Paper, stationery packs	Actual and necessary cost
(f) Manual assistance (for moving ballot boxes and stationery)	Actual and necessary cost
(g) Conversion Packs	Actual and necessary cost
Note A - Some parish/town, or ward of a parish/town at which an election is held may have more than one polling station.	
22 Printing of ballot papers	Actual and necessary cost
23 Printing and postage of poll cards	Actual and necessary cost
24 Fees associated with postal vote issue and opening as follows: -	
(a) Hire and associated costs (heating / electric) of postal vote opening venue	Actual and necessary cost
(b) Compensation payable in consequence of the cancellation of functions in order to make suitable premises available for use as postal vote venue	Actual and necessary cost
(c) Postal vote packs printing	Actual and necessary cost
(d) Postage of postal packs (issue and return)	Actual and necessary cost
25 Fees associated with the count as follows: -	
(a) Hire and associated costs (heating / electric) of count venue	Actual and necessary cost
(b) Compensation payable in consequence of the cancellation of functions in order to make suitable premises available for use as count venue	Actual and necessary cost
(c) Stationery and equipment for the count	Actual and necessary cost
(d) Additional printing/notices for the count/grass skirts	Actual and necessary cost
26 Any other costs associated with the election, such as bank charges and any other miscellaneous costs	Actual and necessary cost
27 Copy of the register	Actual and necessary

cost

Note B - At a combined election of Parish and District Councillors, other than the expenses involved in producing official poll cards which are to be borne solely by the District Council, the costs are to be shared on an equal basis between the Parish/Town Councils concerned and the District Council, unless a particular expense can actually be allocated to a specific authority, but

(a) in the case of costs associated with postal vote opening, recharges will be calculated based on the number of postal votes issued as a percentage of the total number of postal votes returned; and

(b) in the case of costs associated with the count, recharges will be calculated based on the number of contested parish/town, or ward of a parish/town / ward electorate as a percentage of the total number of contested electorate.

Note C - In the event of a combined Parish Election with any other election(s) and/or Referendum, the recharges associated with the Referendum will be determined by the Returning Officer having regard to any funding provided for such an event and any national guidance. Any remaining costs will be apportioned as detailed in Note B above.

Scale 3 – Scale of expenditure for polls consequent on parish meetings

In accordance with Section 150(7) of the Local Government Act 1972 the following scale of expenditure shall be applied to the expenses of any poll consequent on a Parish Meeting in so far as it may be applicable.

Only the fees and disbursements specified below shall be chargeable. The fees payable to the Returning Officer or his/her duly appointed Deputy Returning Officer(s) shall include all payments which he/she makes from his/her fees to other persons by way of remuneration of services undertaken on his/her behalf.

In no case shall a charge exceed the sum actually and necessarily paid or payable by the Returning Officer. Subject to this, the maximum charges are set out in the scale.

A – Fees

- 1 To the Returning Officer, or where appropriate a Deputy Returning Officer for carrying out all the duties assigned to him / her by the Returning Officer **for conducting the poll** and generally performing the duties required by any enactments relating to the poll for each parish/town £30

(If the Returning Officer or his/her duly appointed Deputy Returning Officer also carries out the functions specified in **items 2 and 3** of the scale he/she will be entitled to claim the total of the fees payable under both items)

- 2 To the Returning Officer, or a Deputy Returning Officer for services in connection with the preparation, **maintenance and issue of official poll cards** a flat fee according to the number of electorate for each parish/town, or ward of a parish/town at which a poll is held as follows: -

Electorate which does not exceed 1000	£10
Electorate greater than 1000 but less than 5000	£15
Electorate greater than 500 but less than 10000	£20
Electorate greater than 10000	£25

- 3 To the Returning Officer, or a Deputy Returning Officer appointed for the purposes of making arrangements for **counting the votes and declaring the results of the poll** a flat fee according to the number of electorate for each parish/town at which a poll is held as follows: -

Electorate which does not exceed 1000	£30
Electorate greater than 1000 but less than 5000	£40
Electorate greater than 500 but less than 10000	£50
Electorate greater than 10000	£60

(A Deputy Returning Officer appointed under **item 3** cannot also claim the fee payable under **items 9 and 10** of this scale)

B – Disbursements

- 4 For the employment of persons for **clerical and other assistance** a flat fee according to the number of electorate for each parish/town at which a poll is held as follows: -
- | | |
|---|-----|
| Electorate which does not exceed 1000 | £20 |
| Electorate greater than 1000 but less than 5000 | £30 |
| Electorate greater than 500 but less than 10000 | £40 |
| Electorate greater than 10000 | £50 |
- 5 For **printing and providing forms**, notices and other documents required for the poll, including the printing costs, computer charges and all associated costs, together with advertising expenses, postage, telephone calls and miscellaneous expenses (ad hoc printing) a flat fee according to the number of electorate for each parish/town at which a poll is held as follows: -
- | | |
|---|-----|
| Electorate which does not exceed 1000 | £25 |
| Electorate greater than 1000 but less than 5000 | £35 |
| Electorate greater than 500 but less than 10000 | £45 |
| Electorate greater than 10000 | £55 |
- 6 **Presiding Officer**, a fee of £80
- 7 **Poll Clerk**, a fee of £60

(The fees for Presiding Officers and Poll Clerks include all expenses other than travelling expenses specified in **item 11** of this scale)

An additional poll clerk may be employed full-time or part time at a polling station at the discretion of the Returning Officer or his/her duly appointed Deputy Returning Officer and may be paid an appropriate amount within the fee payable under **item 7** of this scale, such amount to be determined by the Returning Officer or his/her duly appointed Deputy Returning Officer.

The Returning Officer may also retain reserve staff on a standby basis and pay them an appropriate amount within the fees payable under **items 6 and 7** of this scale.

- 8 To the Returning Officer or his/her duly appointed representatives, for **inspection and supervision of each polling station**, a fee per station of £20
- 9 **Count Supervisor**, a fee of £20
- 10 **Count Assistant** , a fee of £10

The Returning Officer may exercise discretion to pay higher fees in the case of longer counts.

11	Travelling expenses of the Returning Officer, Deputy Returning Officer, Assistants, Presiding Officer, Poll Clerks, Count Assistants, Polling Station Inspectors and any other person	HMRC rate
12	Fees associated with each polling station as follows: -	
	(a) Hire and associated costs (heating / electric) of polling station venue	Actual and necessary cost
	(b) Compensation payable in consequence of the cancellation of functions in order to make suitable premises available for use as polling stations	Actual and necessary cost
	(c) Booking halls, writing letters, arranging staff, preparation of ballot box and licence costs	Actual and necessary cost
	(d) Polling booth / screen delivery	Actual and necessary cost
	(e) Paper, stationery packs	Actual and necessary cost
	(f) Manual assistance (for moving ballot boxes and stationery)	Actual and necessary cost
	Note A - Some parish/town at which a poll is held may have more than one polling station.	
13	Printing of ballot papers	Actual and necessary cost
14	Printing and postage of poll cards	Actual and necessary cost
15	Fees associated with the count as follows: -	
	(a) Hire and associated costs (heating / electric) of count venue	Actual and necessary cost
	(b) Compensation payable in consequence of the cancellation of functions in order to make suitable premises available for use as count venue	Actual and necessary cost
	(c) Stationery and equipment for the count	Actual and necessary cost
	(d) Additional printing/notices for the count/grass skirts	Actual and necessary cost
16	Any other costs associated with the poll, such as advertising and any other miscellaneous costs	Actual and necessary cost
17	Copy of the register	Actual and necessary cost

Scale 4 - Scale of fees for neighbourhood planning referendums

Only the fees and disbursements specified below shall be chargeable. The fees payable to the Counting Officer or his/her duly appointed Deputy Counting Officer(s) shall include all payments which he/she makes from his/her fees to other persons by way of remuneration of services undertaken on his/her behalf.

In no case shall a charge exceed the sum actually and necessarily paid or payable by the Counting Officer. Subject to this, the maximum charges are set out in the scale.

A – Fees

1	To the Counting Officer, or where appropriate a Deputy Counting Officer for carrying out all the duties assigned to him / her by the Counting Officer for conducting the referendum and generally performing the duties required by any enactments relating to the referendum	
	for each parish/town, a flat fee: -	
	Towns including Chinnor	£50
	Larger village parishes	£40
	Smaller village parishes	£30
	(If the Counting Officer or his/her duly appointed Deputy Counting Officer also carries out the functions specified in items 2 and 3 of the scale he/she will be entitled to claim the total of the fees payable under both items)	
2	To the Counting Officer, or a Deputy Counting Officer for services in connection with the preparation, maintenance and issue of official poll cards a flat fee as follows:	
	Towns including Chinnor	£20
	Larger village parishes	£15
	Smaller village parishes	£10
3	To the Counting Officer, or a Deputy Counting Officer appointed for the purposes of making arrangements for the issue and opening of postal votes a flat fee as follows:	
	Towns including Chinnor	£30
	Larger village parishes	£25
	Smaller village parishes	£20
	(A Deputy Counting Officer appointed under items 2 and 3 cannot also claim the fee payable under items 9 and 10 of this scale)	
4	To the Counting Officer, or a Deputy Counting Officer appointed for the purposes of making arrangements for counting the votes and declaring the results of the referendum	
	Towns including Chinnor	£50
	Larger village parishes	£40
	Smaller village parishes	£30
	(A Deputy Counting Officer appointed under item 3 cannot also claim the fee payable under items 10 and 11 of this scale)	

B – Disbursements

- 4 For the employment of persons for **clerical and other assistance** a flat fee as follows:
- | | |
|--------------------------|-----|
| Towns including Chinnor | £40 |
| Larger village parishes | £30 |
| Smaller village parishes | £20 |
- 5 For **printing and providing forms**, notices and other documents required for the referendum, including the printing costs, computer charges and all associated costs, together with advertising expenses, postage, telephone calls and miscellaneous expenses (adhoc printing) a flat fee £35
- 6 **Presiding Officer**, a fee of £195
or where a referendum is combined with any other poll a fee of £220
- 7 **Poll Clerk**, a fee of £115
or where a referendum is combined with any other poll a fee of £135
(The fees for Presiding Officers and Poll Clerks include all expenses other than travelling expenses specified in **item 12** of this scale)
- 8 To the Counting Officer or his/her duly appointed representatives, for **inspection and supervision of each polling station**, a fee per station of £20

9	For the employment of persons in connection with the issue and receipt of postal ballot papers.	
	(a) postal vote supervisors	£12.50 per hour
	(b) postal vote count assistants	£10 per hour

- 10 **Count Supervisor**, a fee of £20 per hour
- 11 **Count Assistant** , a fee of £10 per hour
- 12 **Travelling expenses** of the Counting Officer, Deputy Counting Officer, Assistants, Presiding Officer, Poll Clerks, Count Assistants, Polling Station Inspectors and any other person HMRC rate
- 13 Fees associated with each **polling station** as follows: -
- | | |
|---|---------------------------|
| (a) Hire and associated costs (heating / electric) of polling station venue | Actual and necessary cost |
| (b) Compensation payable in consequence of the cancellation of functions in order to make suitable premises available for use as polling stations | Actual and necessary cost |
| (c) Booking halls, writing letters, arranging staff, preparation of ballot box and licence costs | Actual and necessary cost |
| (d) Polling booth / screen delivery | Actual and necessary |

(e) Paper, stationery packs	cost Actual and necessary cost
(f) Manual assistance (for moving ballot boxes and stationery)	Actual and necessary cost
14 Printing of ballot papers	Actual and necessary cost
15 Printing and postage of poll cards	Actual and necessary cost
16 Fees associated with the count as follows: -	
(a) Hire and associated costs (heating / electric) of count venue	Actual and necessary cost
(b) Compensation payable in consequence of the cancellation of functions in order to make suitable premises available for use as count venue	Actual and necessary cost
(c) Stationery and equipment for the count	Actual and necessary cost
(d) Additional printing/notices for the count	Actual and necessary cost
17 Any other costs associated with the referendum, such as advertising and any other miscellaneous costs	Actual and necessary cost

	<p>Note In the event of a neighbourhood planning referendum being combined with another poll the costs are to be shared on an equal basis, unless a particular expense can actually be allocated to a specific election/referendum.</p> <p>In the case of costs associated with postal vote opening, recharges will be calculated based on the number of postal votes issued as a percentage of the total number of postal votes returned.</p>	
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Council report



Listening Learning Leading

Report of Head of Legal and Democratic Services

Author: Steven Corrigan

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To: COUNCIL

DATE: 11 December 2014

Review of appointments to committees, panels and joint committees 2014/15

Recommendations

That Council:

1. allocates seats to each political group in accordance with the decision made at the annual meeting of Council in May subject to a reduction of one seat allocated to the Conservative Group on both the Planning Committee and Licensing Acts Committee and an increase by one in the number of seats allocated to the Independent Group on the Planning Committee and Scrutiny Committee;
2. allocates seats to each political group as set in the schedule to be circulated at the meeting with nine seats being allocated on the Scrutiny Committee and seven on the General Licensing Committee to the Conservative Group, one seat on the NNDR Appeals Panel being allocated to the Liberal Democrat Group and one seat each on the Housing Appeals Panel being allocated to the Independent and Labour groups;
3. appoints councillors and substitutes to sit on the committees and panels as set out in the schedule circulated at the meeting;
4. appoints councillors to the Licensing Acts Committee as set out in the schedule circulated at the meeting;
5. appoints Mr N Harris to the Independent group's seat on the Audit and Corporate Governance Committee and Housing Appeals Panel and one of the Conservative group's seats on the NNDR Panel;
6. appoints Mr M Welply as the council's representative on the Thames Valley Police and Crime Panel;
7. appoints one of the non group councillors to the Planning Committee and the Licensing Acts Committee

8. authorises the head of legal and democratic services to make appointments to any vacant committee or panel seat and substitute positions in accordance with the wishes of the relevant group leader.

Purpose of report

1. This report invites Council to review the political balance and consider proposed changes to the make-up and membership of committees following the resignation of Mrs Hodgkin and Mrs Wood from the Henley Residents Group and them joining the Independent Group. Mrs Collett, Independent Group Leader, requested a review of the political balance.

Background

2. The Council is required by the Local Government and Housing Act 1989 to appoint committees, review the political balance and to appoint councillors to the committees annually. It did so at the annual meeting in May.
3. In summary the Council has a duty to ensure the following principles are adhered to:
- (i) not all seats are allocated to the same political group
 - (ii) a majority group should get the majority of seats on each committee
 - (iii) the seats allocated to groups on a committee reflect the membership of the Council as a whole
 - (iv) the allocation of the total number of seats on all committees reflects the membership as a whole
4. Ordinary committees are those that have decision-making powers but excluding the Licensing Acts Committee.

Political balance

5. The number of seats held by the various political groups is currently as follows:

Conservative	31	(64.58%)
Independent	6	(12.5%)
Labour	4	(8.33%)
Liberal Democrat	4	(8.33%)
Non-group councillors	2	(4.17%)
Vacancy	1	

6. The Local Government (Committees and Political Groups) Regulations 1990 require a constituted political group to be two or more members. Mr Neville Harris and Mr Chris Quinton are not members of any political group and are therefore designated as non-group councillors. There is currently one vacancy.

Composition of committees

7. The ordinary committees and panels that are required to be politically balanced both individually and overall are as set out below.

Scrutiny Committee	13 members
Audit and Corporate Governance Committee	8 members
Planning Committee	14 members
General Licensing Committee	10 members

NNDR Appeals Panel
Housing Appeals Panel

5 members
5 members

8. The terms of reference of the committees and panels are set out in the constitution. No changes are proposed. However, the Communities Capital Grant Scheme Panel has not been included as it will not meet prior to May 2015.
9. The political balance calculation and the entitlements to seats on committees are set out in the tables below. Fractional entitlements of less than one half are rounded down and entitlements of one half or more are rounded up. Once the political groups have been allocated their entitlement any remaining seats should be offered to the non-group councillors.

Group	Group members/ Total of Council	Total number of committee seats	Proportionate number of seats on committees
Conservative	31/48	55	36
Independent	6/48	55	7
Labour	4/48	55	5
Liberal Democrat	4/48	55	5
TOTAL	46/48	55	53 (+2)

Committee	Total number of seats	Conservative	Independent	Labour	Liberal Democrat
Scrutiny	13(12+1)*	8	2	1	1
Audit and Corporate Governance	8	5	1	1	1
Planning	14(13+1)* *	9	2	1	1
General Licensing	10(9+1)*	6	1	1	1
NNDR Appeals	5	3	(1)*	(1)*	(1)*
Housing Appeals	5	3	(1)*	(1)*	(1)*
Total	55	34(+2)	6 (+1)	4(+1)	4 (+1)

*To obtain balance across the committees and overall the Conservative Group must gain two seats and the Independent, Labour and Liberal Democrat groups must gain a seat each. Council needs to decide where these adjustments should be made. The Conservative Group should

gain an additional set on the General Licensing Committee and Scrutiny Committee. Fractional entitlements suggest the allocation of additional seats to the other groups should be on the panels. At the annual Council meeting in May the Liberal Democrat Group was allocated a seat on the NNDR Appeals Panel and the Labour Group was allocated a seat on the Housing Appeals Panel. Both groups are content with this arrangement which is reflected in the recommendation. The Independent Group was allocated a seat on the Housing Appeals Panel which it offered Mr N Harris. The Independent Group has again offered this seat to Mr N Harris.

The Independent Group has confirmed its continued offer of its seat on the Audit and Corporate Governance Committee to Mr N Harris.

The remaining seat on the NNDR Appeals Panel should be offered to a non-group councillor. At the annual meeting Council appointed Mr C Quinton to this seat. No change is proposed.

** Council needs to agree the allocation of a seat on the Planning Committee to one of the non group councillors.

If the Council wishes to allocate any seats not in accordance with the political balance requirements it can only do so if no councillor votes against the proposal.

Substitutes

10. Each political group is entitled to the same number of substitutes as the number of ordinary seats it holds on a committee or panel, and up to a maximum of three named substitutes where it has fewer than three members on a committee or panel.

Licensing Acts Committees

11. The Licensing Acts Committee is a statutory committee and is not required to be included in the calculation of political balance. The committee meets rarely to deal with licensing and gambling policy matters but a membership of 10 provides a pool of councillors from which panels of three can be drawn to deal with hearings relating to personal licence holders and premises licence applications and reviews.
12. At its meeting in February 2005 Council agreed to appoint a committee in accordance with the political balance of the Council. This would result in seats being allocated amongst the groups as follows: six Conservatives, one Independent, one Labour, one Liberal Democrat with one seat to be allocated to a non group councillor.
13. As a statutory committee with a specified membership substitutes may not be appointed.

Appointments

14. Officers have invited group leaders to submit the names of councillors they wish to sit on each of the above bodies. A table of nominations will be circulated prior to the meeting.

Thames Valley Police and Crime Panel

15. At the annual meeting Council appointed Mr B Service as the council's representative on this body and Mr J Cotton as an observer. Following the changes to Cabinet portfolios in October Mr Service has resigned as this council's representative. Council is invited to appoint Mr M Welply as the council's representative.

Financial implications

16. There are no direct financial implications.

Legal implications

17. These are set out in the body of the report.

Conclusion

18. In accordance with the request of the Independent Group Leader a review of the allocation of the seats available to each of the political groups represented on the council has been undertaken.

Background Papers: None

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Council report



Listening Learning Leading

Report of Head of Legal and Democratic Services

Author: Steven Corrigan

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To: Council

Date: 11 December 2014

Community Governance and Electoral Issues Committee

Recommendations:

1. to establish a Community Governance and Electoral Issues Committee and agree the membership
2. to agree the terms of reference of the Community Governance and Electoral Issues Committee as set out in paragraph two of this report

Purpose of Report

1. To consider a proposal to establish a Community Governance and Electoral Issues Committee.

Background

2. At its meeting on 17 July Council considered a report on the final recommendations in respect of the community governance review of South Oxfordshire. The report also set out a recommendation from the community governance review working group to establish a standing committee with full delegated powers to finalise any outstanding matters on the review, undertake future community governance reviews and to make decisions on other electoral issues. The proposed terms of reference were as follows:
 1. To make recommendations to Council on reviews of electoral arrangements for the district undertaken by the Local Government Boundary Commission for England
 2. To undertake parish community governance reviews
 3. To respond to consultations from the Boundary Commission on reviews of parliamentary constituencies and county divisions within the district

4. To undertake reviews of polling districts and polling places
 5. To consider reports from the Returning Officer on district and parish council elections.
3. At the Council meeting in July a number of councillors expressed the view that the working group was not invited by Council to make such a recommendation. Other councillors expressed the view that, if established, the committee should make recommendations to Council on community governance issues. Following the debate Council agreed an amendment to allow further consideration of this recommendation and requested officers to submit a report to a future meeting.

Proposed terms of reference

4. Council is invited to consider the proposed terms of reference. In making the recommendation to establish a committee the working group considered that such a committee comprising councillors with electoral expertise offered an efficient means of progressing matters in detail in a transparent forum. In contrast a less formally constituted working group could be accused of considering matters behind closed doors. Members of the public and councillors would be able to address the committee.
5. A Community Governance and Electoral Issues Committee must be politically balanced. A membership of eight would ensure all political groups are represented and comprise five Conservative, one Independent, one Labour and one Liberal Democrat councillors.
6. In considering the proposed terms of reference Council should be aware that in accordance with the Electoral Registration and Administration Act 2013, the council is currently undertaking a review of all of the polling districts and polling places in its area. This review must be completed by 31 January 2015. If Council does not agree to establish a committee with delegated powers in respect of undertaking reviews of polling districts and polling places a special meeting of Council will be necessary prior to the deadline to approve the final proposals.

Financial Implications

7. None arising from this report.

Conclusion

8. At its meeting in July Council deferred consideration of the establishment of a Community Governance and Electoral Issues Committee and requested officers bring a report to a future Council meeting. Council is invited to consider the working group's recommendation.

Background Papers: Report to Council meeting held on 17 July 2014. Minutes of the Council meeting held on 17 July 2014.