

## **Electoral Review Working - Party Terms of Reference**

### **1. Composition**

- a) The Electoral Review Working Party (“the Working Party”) shall consist of [X] Arun District Councillors appointed in accordance with the rules on political proportionality.
- b) Membership of the Working Party shall be drawn from the membership of the Corporate Support Committee (“the Committee”) together with any other members of the Council deemed appropriate by the Committee.
- c) The total membership of the Working Party shall be seven (7) district councillors.
- d) The Working Party shall appoint a Chair and Vice-Chair from among its membership. This will be expected to be the Chair and Vice-Chair of the Committee.
- e) The quorum of a meeting shall be one-third of the whole number of members of the Working Party.
- e) The Chair of any meeting shall have a second or casting vote in the event of an equal number of votes for and against.

### **2. Functions and Responsibilities**

- a) The Working Party is not a committee or sub-committee of the Council under the Local Government Act 1972 and is therefore not a decision-making body and without a statutory quorum. Its function is to make recommendations to the Committee.
- b) To oversee the review and consideration of information required by the Local Government Boundary Commission for England (LGBCE) in carrying out an Electoral Review of Arun District, including any consultation arrangements with electors and other stakeholders;
- c) To update the Committee on the progress of an Electoral Review;
- d) To make recommendations to the Committee on proposed submissions to the LGBCE relating to:
  - i) The total number of councillors on Arun District Council;
  - ii) The number and boundaries of electoral divisions within Arun District;
  - iii) The number of councillors to be returned by any electoral ward;
  - iv) The name of any electoral ward.
- d) To provide such further advice and support as may be requested by the Committee related to or impacted upon by an Electoral Review.

e) To oversee any Community Governance Review (if formally requested by any town or parish council) of the governance arrangements of all towns and parishes within the Arun District Council area, including contacting all towns and parishes for proposals, and recommending to the Committee the scope for any review, its methodology and its timescales. The Working Party will prepare final recommendations for any changes for consideration by the Committee.

f) The Working Party will consider whether (if formally requested by any town or parish council) it is appropriate to make, and is empowered to recommend to the Committee changes to town and parish areas and town and parish electoral arrangements to include:

i) the alteration, merging, grouping, creation or abolition of towns and/or parishes;

ii) the naming of towns and/or parishes and adoption of alternative styles for new parishes;

iii) parish council size, number of councillors to be elected, and warding arrangements;

iv) any other electoral arrangements.

g) To oversee the provision of any information to the Committee required in carrying out any Polling District and Polling Place Review, including any consultation arrangements with electors and other stakeholders relating to an Electoral Review.