

# Elections Working Group

## Notes of Meeting 28 January 2013



1	<p><b>Attendees:</b> Cllr Peter Gruen (Chair) , Cllr Graham Hyde, Cllr Graham Latty, Cllr Alan Lamb, Cllr Colin Campbell, Cllr David Blackburn, Cllr Thomas Leadley</p> <p>John Kearsley, John Mulcahy, Susie Benton, Margaret Morris</p> <p><b>Apologies received from:</b> Cllr James Lewis, Cllr John Procter</p> <p>Cllr Gruen agreed to chair today's meeting as Cllr Lewis had given his apologies.</p>	
2	<p><b>Notes from the last meeting</b></p>	
	<p>Notes from the meeting on 22 October 2012 were agreed as a correct record.</p> <p>3.1 – SB confirmed that she had sent out the requested information to all Members after the meeting.</p> <p>All other matters arising are covered in today's agenda.</p>	
3	<p><b>Chief Executive's Delegated Authority</b></p>	
3.1	<p><u>2013 Joint Polling District and Community Governance Review</u></p>	
3.1.1	<p>JM shared the draft paper for General Purposes Committee on 12 February 2013 with Members for any comments. JM advised that he was meeting with Cllr Wakefield after EWG for his Chair's Brief and there may be further amendments to the papers following that meeting. He would ensure the final version of the papers was re-circulated to all Members of EWG.</p>	
3.1.2	<p>JM explained that at the end of the last review, GPC had asked officers to review the process to see if any improvements could be made. A paper outlining the options was prepared for the Chief Executive who has decided that the process should remain the same. The papers for GPC reflect that decision.</p>	

3.1.3	JM went through proposals for the process and timetable of the Joint Polling District and Community Governance Review. Members were satisfied with the proposed process and agreed that EWG was the best forum to use to discuss any representations received. Members were concerned that the second consultation period spanned the month of August which is a traditional holiday period and asked that the consultation end mid-September to allow time for representations to be made. JM confirmed that it was the intention to end the consultation period in mid-September and that the actual dates would be confirmed in the final version of the papers for General Purposes Committee. At the moment JM was waiting for confirmation of General Purposes Committee meeting dates in June and October and Full Council in November to be able to add specific dates to the timetable.	JM
<b>4</b>	<b>New Legislation, Regulations, National Guidance, or Best Practice</b>	
4.1	<u>Boundary Commission's Review of Parliamentary Constituencies</u>	
4.1.1	At the last EWG, Members asked officers to prepare a briefing paper for this meeting outlining the progress of the Boundary Commission's Review. JM explained the stage the Boundary Commission had reached and directed Members to the commission's website where full information regarding the proposals for Yorkshire and the Humber could be viewed. In particular there was a detailed map on the website that Members could use to zoom in on the Leeds area to look at the proposed changes to parliamentary boundaries in detail. JM confirmed that at the moment there were no proposals to alter local ward boundaries so there was no effect on local elections. JM also advised that a recent vote at the House of Lords suggested it was likely that any final decision on changes to parliamentary boundaries would be delayed until 2018 now. Members noted the contents of the report.	
<b>5</b>	<b>Returning Officer's Functions</b>	
5.1	<u>2012 Police and Crime Commissioner Elections Debrief</u>	
5.1.1	SB gave Members an overview of the main lessons learned from the elections, and concluded that overall there had been little problems and the elections had gone well. The revised arrangements for monitoring postal votes had gone particularly well with no issues to report.	

	Members noted the contents of the report.	
<b>6</b>	<b>Electoral Registration Officer's Functions</b>	
6.1	<u>Annual Canvass Opt-Out Briefing</u>	
6.1.1	SB explained the history behind the use of the opt-out box on the canvass forms and the advice the Electoral Registration Officer had received regarding future use of the box. The Electoral Registration Officer had decided not to pre-populate the box on the annual canvass forms going out later this year in line with the advice he had received. Members noted the decision and agreed with SB's recommendations that an extra leaflet will be enclosed with the canvass form to explain this to households.	
<b>7</b>	<b>Any Other Business</b>	
7.1	There was no further business raised.	
<b>8</b>	<b>Next Meeting</b>	
8.1	It was noted that the next meetings for the EWG in June and October would be a series of dedicated workstream meetings to discuss representations received regarding the Joint Polling District and Community Governance Review. This would be dependent on General Purposes Committee agreeing the proposed process and timetable at their meeting on 12 February.	
8.2	If GPC agreed the process and timetable, a series of EWG Workstream meetings would then be scheduled, to look at each Ward (and any parishes within the ward). The Chair confirmed that substitutions would be allowed for the workstream meetings as it was acknowledged that it would be difficult for Members to attend every workstream meeting. JM confirmed that the workstream meetings would be held in a similar fashion to previous workstream meetings, with details of representations being considered by all members present and reference to large scale maps of the ward/parish.	
8.3	Members were keen to ensure that the maps provided were as accurate as possible with a detailed rendering of location of houses/residential buildings so any amendments to polling district/parish boundaries could be mapped accurately. JM and SB assured Members that the maps used would be sourced directly from planning	

	and would contain the most accurate information possible. SB said she would discuss the content of the maps with Planning to ensure they contained detailed rendering of houses/residential properties.	<b>SB</b>