

Accounts and Regulatory Committee

**Grand Jury Room, Town Hall
18 October 2011 at 6.00pm**

This committee deals with items such as the approval of the Council's Statement of Accounts, hearing and determining all appeals by employees relating to dismissal, and makes recommendations to the Council on functions such as Health and Safety and Elections.

Information for Members of the Public

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You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the agenda, which is usually published 5 working days before the meeting, and minutes once they are published. Dates of the meetings are available at www.colchester.gov.uk or from Democratic Services.

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COLCHESTER BOROUGH COUNCIL
ACCOUNTS AND REGULATORY COMMITTEE
18 October 2011 at 6:00pm

Members

Chairman : Councillor Sue Lissimore.
Deputy Chairman : Councillor Will Quince.
Councillors Michael Lilley, Jon Manning, Gerard Oxford,
Mark Cory, Annie Feltham, Scott Greenhill, Pauline Hazell
and Justin Knight.

Substitute Members : All members of the Council who are not Cabinet members or members of this Panel

Agenda - Part A

(open to the public including the media)

Members of the public may wish to note that Agenda items 1 to 5 are normally brief.

Pages

1. Welcome and Announcements

(a) The Chairman to welcome members of the public and Councillors and to remind all speakers of the requirement for microphones to be used at all times.

(b) At the Chairman's discretion, to announce information on:

- action in the event of an emergency;
- mobile phones switched off or to silent;
- location of toilets;
- introduction of members of the meeting.

2. Substitutions

Members may arrange for a substitute councillor to attend a meeting on their behalf, subject to prior notice being given. The attendance of substitute councillors must be recorded.

3. Urgent Items

To announce any items not on the agenda which the Chairman has agreed to consider because they are urgent and to give reasons for the urgency.

4. Declarations of Interest

The Chairman to invite Councillors to declare individually any personal

interests they may have in the items on the agenda.

If the personal interest arises because of a Councillor's membership of or position of control or management on:

- any body to which the Councillor has been appointed or nominated by the Council; or
- another public body

then the interest need only be declared if the Councillor intends to speak on that item.

If a Councillor declares a personal interest they must also consider whether they have a prejudicial interest. If they have a prejudicial interest they must leave the room for that item.

If a Councillor wishes to make representations on an item on which they have a prejudicial interest they may do so if members of the public are allowed to make representations. In such circumstances a Councillor must leave the room immediately once they have finished speaking.

An interest is considered to be prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice the Councillor's judgement of the public interest.

Councillors should consult paragraph 7 of the Meetings General Procedure Rules for further guidance.

5. Minutes

1 - 2

To confirm as a correct record the minutes of the meeting held on 27 September 2011.

6. Have Your Say!

(a) The Chairman to invite members of the public to indicate if they wish to speak or present a petition at this meeting – either on an item on the agenda or on a general matter not on this agenda. You should indicate your wish to speak at this point if your name has not been noted by Council staff.

(b) The Chairman to invite contributions from members of the public who wish to Have Your Say! on a general matter not on this agenda.

7. Publication of the Audited Statement of Accounts

3 - 4

See report from the Head of Resource Management.

8. Proposals for Polling Districts and Polling Places **5 - 22**

See report from the Head of Corporate Management.

9. Recommendation for Community Governance Review - Stanway Parish Council **23 - 28**

See report from the Head of Corporate Management.

10. Exclusion of the public

In accordance with Section 100A(4) of the Local Government Act 1972 and in accordance with The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

ACCOUNTS AND REGULATORY COMMITTEE

27 SEPTEMBER 2011

Present :- Councillor Sue Lissimore (Chairman)
Councillors Mark Cory, Annie Feltham, Scott Greenhill,
Pauline Hazell, Justin Knight, Michael Lilley,
Jon Manning, Gerard Oxford and Will Quince

9. Minutes

RESOLVED that the minutes of the meeting held on 26 July 2011 was confirmed as a correct record.

10. Review of Polling Districts and Polling Places

The Scrutiny Officer informed the Committee, that following discussions at the previous week's briefing between officers, the Chairman and Group Spokespersons, it was agreed that the report should not be considered at the 27 September meeting.

The Committee were advised that following the completion of the 30 day period of consultation to Members concerning Polling Districts and Polling Places, officers had received further comments from Members. Therefore it had been agreed that these comments will be considered and where appropriate incorporated into a final report to be presented to the Committee at the October meeting.

RESOLVED that the Committee noted the withdrawal of the Review of Polling Districts and Polling Places report, agreeing to consider and agree a follow-up report at the October meeting.

11. Annual Statement of Accounts

Mr. Heath had briefed Members of the Panel (an invitation was extended to all Members of the Council) on the Annual Statement of Accounts at a closed meeting, 6pm on Thursday 22 September, 2011.

Mr. Heath explained to members the following i) Members Role, ii) The current position, iii) Changes to the Accounts for 2010-11, due to changes from the International Financial Reporting Standards (IFRS) and the 2011 Accounts and Audit Regulations, iv) An overview of the Financial Statements, v) The differences in the Accounts from the regular quarterly financial monitors, and finally, vi) The Audit findings and outcomes.

Ms. Debbie Hanson, District Auditor, Ms. Christine Connolly, Senior Audit Manager, both from the Audit Commission, and Mr. Steve Heath, Finance Manager, attended the meeting for item.

Ms. Hanson presented the Annual Governance Statement to the Committee.

In terms of Audit Opinion and the financial statements, Ms. Hanson confirmed the Audit Commission had proposed to issue an unqualified audit opinion and concluded the Council has put in place adequate arrangements to secure financial resilience and economy, and efficiency and effectiveness in its use of resources.

Ms. Hanson said some errors had been identified in the financial statements, mainly textual errors in the disclosure notes, with details given in the appendices to the Statement. None of these errors had any impact on the bottom line of the revenue accounts or balance sheet.

Overall, the Council was in a position of financial resilience though the near future remained challenging with income streams declining. That said the Council's financial monitoring arrangements are good.

Ms. Hanson concluded by commending the work of the officers in finalising the year end accounts.

Ms. Connolly spoke about the amendments to the draft financial statements. Ms. Connolly said there had not been any major errors, with an adjusted misstatement of £9,833k (as identified in Appendix 2 of the Statement), a gain recognised in 2010/11 because of the change made relating to the change in public service pensions to be in line with the Consumer Price Index rather than the Retail Price Index, that should have been treated as an exceptional item requiring separate disclosure.

Ms. Connolly spoke of the unadjusted misstatements to the financial statements. The auditors testing on revenue accruals identified a creditor accrual amounting to £17,000 which had already been accounted for as an invoice in the correct year, therefore being double counted. The extrapolated error was £46,000, as identified in appendix 2 of the Statement. Ms. Connolly confirmed to Councillor Quince that this did not constitute a material error, an accounting issue with very little impact that would be reversed out at year end.

Councillor Manning thanked officers for an excellent job done in completing the 2010-11 annual accounts with an unqualified audit opinion.

Ms. Wain thanked Mr. Heath for his work in finalising the year end accounts.

RESOLVED that the Committee;

- i) Accepted the Auditors' report and noted the comments in the covering report.
- ii) Approved the letter of representation subject to the inclusion of the explanation given at paragraph 2.6 of the report.
- iii) Approved the audited Statement of Accounts.



Accounts & Regulatory Committee

Item
7

18 October 2011

Report of	Head of Resource Management	Author	Steve Heath ☎ 282389
Title	Annual Statement of Accounts 2010/11		
Wards affected	Not applicable		

**This report presents the audited Statement of Accounts for
2010/11**

1. Action required

- 1.1 To note the publication of the audited Statement of Accounts (SOA) for 2010/11.

2. Supporting information

- 2.1 The annual SOA for the financial year 2010/11 has now been published. In a departure from previous years, the SOA has only been produced in an electronic format. Elected members, business organisations and other interested parties will be notified of the availability of the SOA, together with details of its location.
- 2.2 The pre-audit SOA was certified by the responsible financial officer on 30 June in accordance with the statutory deadline. A report was presented to this Committee on 26 July highlighting the availability of the draft accounts, summarising the main changes resulting from the introduction of International Financial Reporting Standards (IFRS), explaining the key financial statements and providing information on the major items affecting the 2010/11 accounts. Following the submission of the Auditors' report to the Committee on 27 September, it was stated that a further report would be submitted when the audit opinion had been issued and the accounts published.
- 2.3 The issues raised during the audit have been discussed with the Auditor and dealt with, and the SOA agreed. On 30 September 2011 the Auditor issued an unqualified opinion that the accounts give a true and fair view of the Council's financial position as at 31 March 2011 and its income and expenditure for the year then ended. The audit has now been formally closed, and the audited accounts were published on the Council's website on 30 September 2011.
- 2.4 In submitting this report, and the earlier reports, the Council is following procedures set out in the Accounts and Audit Regulations 2011. By law the Council must publish audited accounts by the statutory deadline of 30 September and this has been achieved.

3. Strategic Plan references

- 3.1 The objectives and priorities of the Strategic Plan informed all stages of the budget process for 2010/11.

4. Financial implications

- 4.1 The publication of the audited SOA meets a statutory requirement for financial reporting and is an important part of the process to demonstrate accountability in the use of public funds.

5. Publicity considerations

- 5.1 The availability of the SOA will be advertised in the local press on Friday 7 October 2011.

6. Other standard references

- 6.1 Having considered consultation, equality, diversity and human rights, health and safety and community safety and risk management implications, there are none that are significant to the matters in this report.

Background Papers

Available on the Hub:

Annual Statement of Accounts – Revised procedures – Report to Accounts & Regulatory Committee 28 June 2011

Draft Annual Statement of Accounts– Report to Accounts & Regulatory Committee 26 July 2011

Annual Statement of Accounts – Report to Accounts & Regulatory Committee 27 September 2011

Available in the Members' Room and on the Colchester Borough Council website:

Statement of Accounts 2010/11



Accounts & Regulatory Committee

Item

8

18 October 2011

Report of	Head of Corporate Management	Author	Sarah Cheek
Title	Review of Polling Districts and Polling Places		
Wards affected	All wards of Colchester Borough Council		

This report concerns a statutory review of all polling district and polling places.

1. Decision(s) Required

- 1.1 To consider the proposed changes to polling districts and polling places following a consultation period. This decision will be passed to full council for approval.

2. Reasons for Decision(s)

- 2.1 Section 16 of The Electoral Administration Act 2006 (EAA 2006) requires every relevant authority to have undertaken and completed a review of all polling districts and polling places in its area by 31 December 2007. Following the first review, the relevant authority must then complete a further review before the end of the period of four years, in effect this means by the 31 December 2011. In reality this need to be completed by the 1 December 2011 so any changes can be included in the new electoral register.

3. Alternative Options

- 3.1 This review is a statutory requirement.

4. Supporting Information

- 4.1 On the 1st August 2011, Colchester Borough Council announced a review of polling district and places was to take place and so began the start of a consultation period.

The EEA 2006 requires that the relevant authority actively seeks representations from:

- a) The Returning Officer for the areas of the constituencies that fall within the authority.
- b) Any person as it thinks has expertise in relation to access to premises or facilities for persons who have different disabilities.
- c) Any electors in the constituency.

- 4.2 In conducting this review the council must have, as far as practicable, regard to the criteria set out in the legislation and must seek to ensure that all electors in the constituency have reasonable facilities for voting as are practical in the circumstances. Also, they must ensure that wherever possible the polling place is accessible to all electors, including those who are disabled, when designating the polling station. Consideration must be given to the requirement that each polling district should have a

polling place in the defined area and within the ward except in exceptional circumstances.

5. Proposals

5.1 For many of the ward it is felt that no change is required as the existing voting arrangements provide satisfactory facilities for electors and are practical in the circumstances for the area.

5.2 Polling Districts

It is proposed that all but nine wards will remain unchanged by the polling district boundary changes. These are Berechurch, Castle, Christchurch, Marks Tey, New Town, Prettygate and St Andrews, St Johns and Wivenhoe Quay ward (see Appendix B).

5.3 Polling Places

It is proposed that one polling place will be changed but this will utilise an existing polling station. This will be Copford and West Stanway (see Appendix B).

6. Strategic Plan References

6.1 There are no particular references to the Strategic Plan, financial or risk management implications.

7. Consultation

7.1 The Returning Officers for the constituencies within Colchester Borough are proposing to, on the whole, keep the existing arrangements and only make changes where circumstances require. The requirements set out in the legislation will still be followed. There were no comments from any member of the public or local access groups. Eighteen responses have been received, see appendix A

8. Publicity Considerations

8.1 During the 30 day period of consultation, maps, current polling district and elector numbers as well as any other relevant information was available for public inspection, along with details listed on the council's website.

8.2 Upon conclusion of the review, any elector who is affected with a change in polling station will be contacted and the new polling location explained.

8.3 The final schedule of polling districts and polling places will be available for public inspection and details listed on the council's website.

9. Financial Implications

9.1 There are no financial consequences arising from this report for the Borough Council

10. Equality, Diversity and Human Rights implications

10.1 An Equality Impact Assessment has been completed and is available on the Council's website:

11. Community Safety Implications

11.1 There are no community safety implications.

12. Health and Safety Implications

12.1 There are no health and safety implications associated with this decision.

13. Risk Management Implications

13.1 There are no risk management implications.

Background Papers

Appendix A Response to consultation

Appendix B Draft recommendations to polling District and Polling Places

Appendix C Maps showing recommended boundary changes.

Responses to Consultation

Cllr Elizabeth Blundell	Marks Tey - Happy with the proposal to combine GO & GP and to make Marks Tey Parish Hall the only polling station.
Chris Butler	<p>When Councils are being forced to make cut backs there is possibly a justification for significantly reducing polling station numbers particularly with the rise in postal votes.</p> <p>Berechurch -Incorporate AB with AC whilst still transferring the suggested roads.</p> <p>Castle -Combine AF except for east of Queens Street with AG and the remainder with AE.</p> <p>Christchurch -Compact ward and could easily be reduced to one polling station- probably Hamilton School.</p> <p>Copford & West Stanway -Combining polling district GL with GM</p> <p>East Donyland -Polling district EC is close to AD in Berechurch. Whilst electors would be voting outside of the ward having two polling stations so close appear superfluous. Recommend using on polling station for both AE & EC.</p> <p>Harbour -Compact ward AL & AM could be disbanded and all electors vote at the Old Heat Community Centre.</p> <p>Highwood -Agree with the proposals.</p> <p>Lexden -Polling stations AR & AS are particularly close. Propose merge AR with AS.</p> <p>Marks Tey -Agree with proposals.</p> <p>Mile End -Disband AV polling district and incorporate into AX.</p> <p>New Town -Propose disbanding AY and moving to AZ. Disband BA and incorporate with BB and disband BD and incorporate BC. This halves number of stations without leaving any elector more than 10 minutes walk.</p> <p>Prettygate -Understands the rational behind proposed changes but that leaves two polling stations within a couple of hundred yards from each other. Suggest merging BF & BG.</p> <p>St Andrews -Merge BK and BL for simplicity. BM try to find alternative polling station further south as there is historical low turnout from Lighthouse Way, Hawkins Road.</p> <p>St Annes -Transfer BO into BN and BP</p> <p>St Johns - I agree with proposals.</p>
Cllr Nigel Chapman	Fordham & Stour - Happy with the current arrangements.
Cllr Peter Chillingworth	Great Tey - Recommend all areas within Gt Tey remain the same as all are long standing and are all suitable
Cllr Barry Cook	St Annes - All electors are familiar with the current St Annes Polling stations and their location and see no reason to change the polling districts or stations.
Cllr Christopher Garnett	Dedham & Langham - Neither Dedham or Langham have any problems with the present polling stations
Cllr Dave Harris	Berechurch - Confirmed is happy with the initial proposed changes of moving a limited number of streets to equalise the elector numbers
Cllr Theresa Higgins	New Town - A request that the numbers of polling stations in the New Town ward are reduced. With consideration being given to combining the polling districts of St Johns Green and West New

	Town, the Wilson Marriage and Hythe and Canterbury road with Winsley Square
Cllr Mike Hogg	St Annes - No reason to alter the boundaries or polling station at the present time.
Cllr Michael Lilley	East Donyland - Confirm the he is happy with the current arrangements.
Cllr Jackie MacLean	Copford & West Stanway - Sure that Stanway ward could reduce the number of polling stations to two
Cllr Jon Manning	Wivenhoe Cross - Happy with the current arrangements in Wivenhoe Cross but would like consideration to be given to allowing elector to vote at Broomfield School as for many of the electors within Wivenhoe Quay this would be the nearer polling station. Would also like consideration to be given to a large section of electors near the University Quay have to travel a large distance to Forest Road and would benefit from using another polling station such as the Hythe Community Centre.
Cllr Nigel Offen	Shrub End - Residents complain that they have a 30 min walk to their polling station. However there is a polling station in Berechurch ward 5 min away and they would prefer to go there. Turnout from this area appears to be low and the problem may be accessibility.
Cllr Ann Quarrie	Wivenhoe Quay - Would like consideration to be given to allowing elector in the north of Wivenhoe Quay to vote at Broomfield School as for many of the electors this would be the nearer polling station.
Cllr Paul Smith	St Johns - Request that Friars Grove and Parsons Heath polling districts are combined to make the arrangements In the polling station more flexible.
Cllr Henry Spyvee	Castle - After discussion with colleagues the following observations were made - Transfer Rotary Way, Sheepen Place and Sheepen Road currently in AE to AH. Polling station would be nearer and electors would not need to climb North Hill, many commuters pass Belle Vue polling station on their way to work.
Cllr Tim Young	St Andrews - Confirm that the Councillors for St Andrews are happy with the current arrangements.
Cllr Julie Young	St Andrews - Would like to see Status quo for St Andrews Ward

Polling District Boundary Changes

Berechurch Ward

Move the following roads from AC (polling district Mersea Road) to AD (polling district Blackheath)

Agnes Silverside Close, Berechurch Hall Road, Gryps Close, James Gore Drive, James Parnell Drive, John Hammond Close, John Mace Road

The movement of these roads will help to alleviate the imbalance in elector numbers for the two wards and allow for possible future development in AC.

Consideration has been given to combining AC and AD but it would increase the number of electors using one polling station to an unacceptable level.

Birch & Winstree Ward

No Proposed change

Castle Ward

Move Sheepen Place, Sheepen Road and Rotary Way from AE (polling district Jumbo) to AH (polling district Cowdray Avenue)

The movement of these roads into the adjoining polling district will make the polling station more accessible and convenient for the elector.

Consideration has been given to the disbanding of polling district AF but geographically this would not benefit the elector. It is felt that a town centre polling station is still needed. There are also concerns that the polling station in AE and AG would not be suitable to take on additional electors.

Christchurch Ward

Move the following roads into AK (polling district Hamilton Road)

Beaconsfield Avenue, Burlington Avenue, Alexandra Road, Alexandra Terrace, Part of Butt Road and East side of Maldon Road

Move the following roads into AJ (polling district Christchurch)

The Avenue, Beverley Road, Gray Road, Hospital Road, Keble Close, Lexden Road, part Maldon Road, Oxford Road, part Queens Road, Silvanus Close, Wellesley Road and West Lodge Road

The movement of these roads would effectively dissolve the current polling district AI, making only two polling districts in Christchurch ward.

Consideration has been given to the possible proposed development in this ward which could increase the elector numbers considerably but is felt that at this stage there is not a significant change. This will be kept under review.

Copford and West Stanway Ward

Change the polling place for GL (polling district West Stanway) to the neighbouring polling district GM (polling district Copford)

Although the requirement is to have a polling station in every polling district, except in exceptional circumstances, due to the number of electors and the unsuitability of the current polling station it is felt that this is an acceptable departure.

Consideration must be given to possible development in this area and should be kept under review.

Dedham & Langham Ward

No Proposed change

East Donyland Ward

No Proposed change

Fordham & Stour Ward

No Proposed change

Gt Tey Ward

No Proposed change

Harbour Ward

No Proposed change

Highwoods Ward

No Proposed change

Lexden Ward

No Proposed change

Marks Tey Ward

To combine polling district GO (polling district Marks Tey North-West) and GP (polling district Marks Tey South-East)

The combining of the two polling districts and only using Marks Tey Parish Hall as the polling station will alleviate the issues of the use of a portacabin at St Andrews Primary School. The use of this polling station is still convenient to all electors.

Mile End Ward

No Proposed Changes

New Town Ward

To combine polling districts AY (polling district St Johns Green) with AZ (polling district West New Town) and BA (polling district Wilson Marriage) with BB (polling district Hythe Community Centre)

The combining of the polling district will improve the administration of the polling districts.

Prettygate Ward

Move the following roads from BF (polling district West Prettygate) into BG (polling district James Carter)

Baden Powell Drive Brownsea Way, Gilwell Park Close, Greystones Close, 6 – 110 King Harold Road, Redmill, Rowallan Close, 161a - 205a Shrub End Road Somers Road part 304 – 366 Straight Road Sutton Park Avenue Sutton Park Avenue

Move the following road from BG (polling district James Carter) into BF (polling district West Prettygate)

261-311 Straight Road

This will correct the imbalance of electors to the polling district and alleviate the problem that have arisen regarding the convenience and suitability of the polling station for the entire electorate.

Consideration has been given to combining these polling districts, as the polling stations are close together, but it was felt that neither station would be able to take the increase in number of electors.

Pyefleet Ward

No proposed changes.

St Andrews Ward

Combine polling district BK (polling district Sycamore Road) and BL (polling district Hawthorne Avenue)

This polling place holds two polling stations in one building. This would allow the electoral imbalance in the two stations to be divided more evenly.

St Annes Ward

No proposed changes.

St Johns Ward

Combine polling districts BT (Parsons Heath) and BS Friars Grove Frairs Grove Primary School.

Combining the two polling district will resolve the problem of the elector's in BT voting outside of the ward, this will also assist with the flow of the electors in the polling station.

Shrub End Ward

No proposed changes.

Stanway Ward

No proposed changes.

Tiptree Ward

No proposed changes.

West Bergholt & Eight Ash Green

No proposed changes.

West Merea Ward

No proposed changes.

Wivenhoe Cross Ward

. No proposed changes.

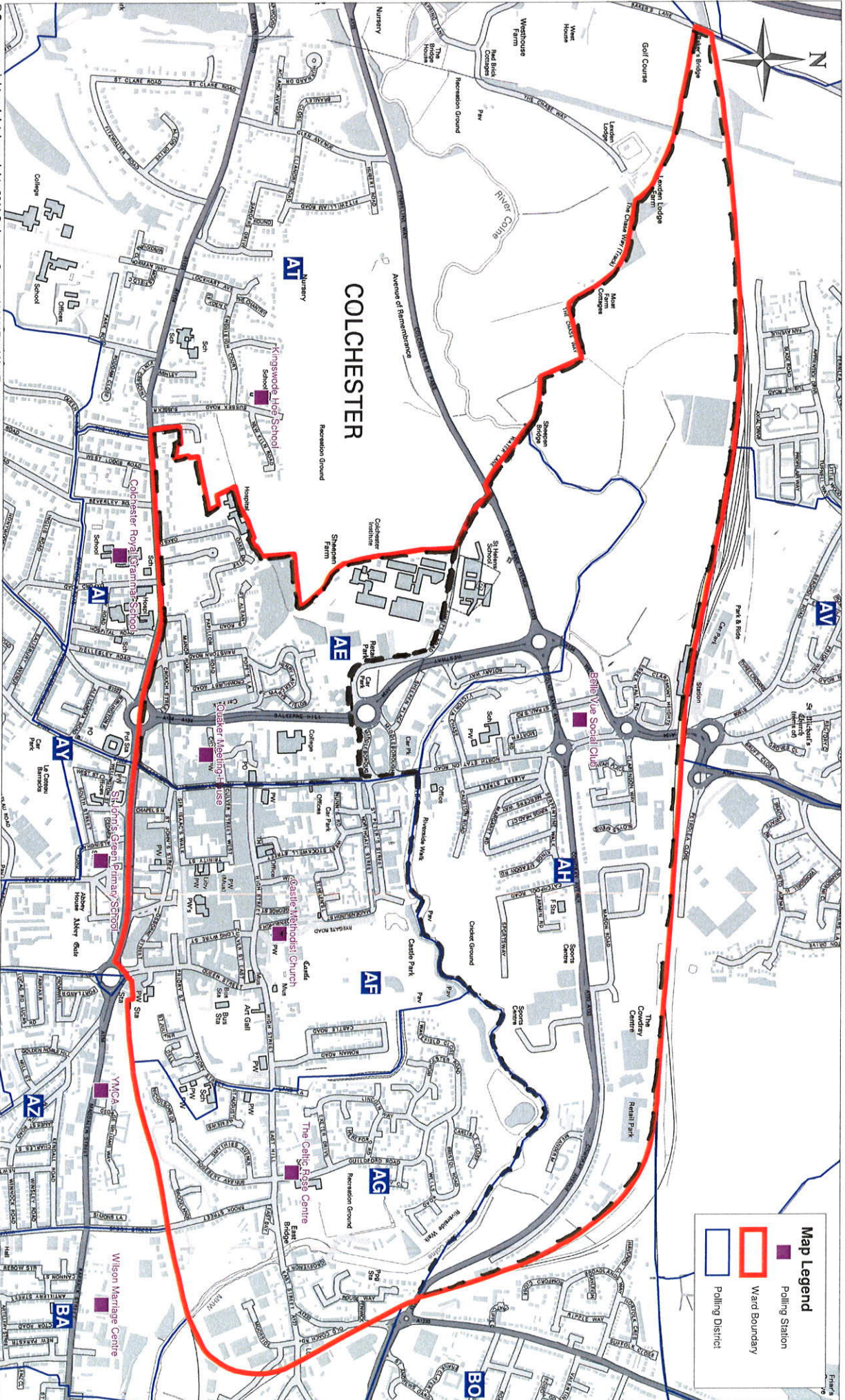
Wivenhoe Quay Ward

Create two polling districts in the Wivenhoe Quay Ward.

The Electoral Administration Act 2006 requires that each polling district should have it own polling place within the ward, unless there are exceptional circumstances. Having looked at the area in question, and feeling that this area requires a more accessible and convenient polling station, this would be an acceptable departure from this rule. The electors in the remainder of the ward would still vote at the William Loveless Hall.

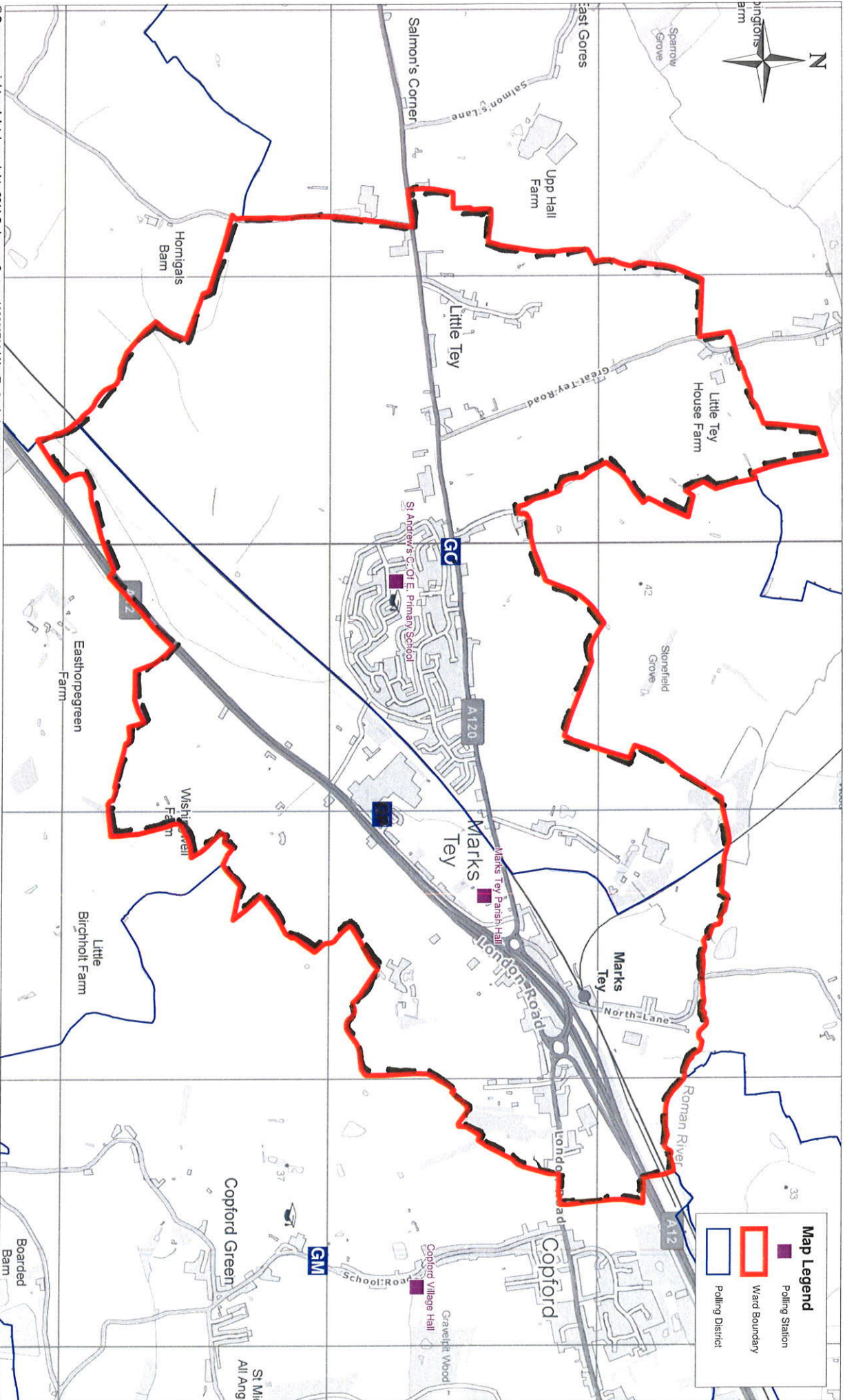
Castle Ward

--- Proposed New BOUNDARY



Marks Tey Ward

--- PROPOSED NEW BOUNDARY



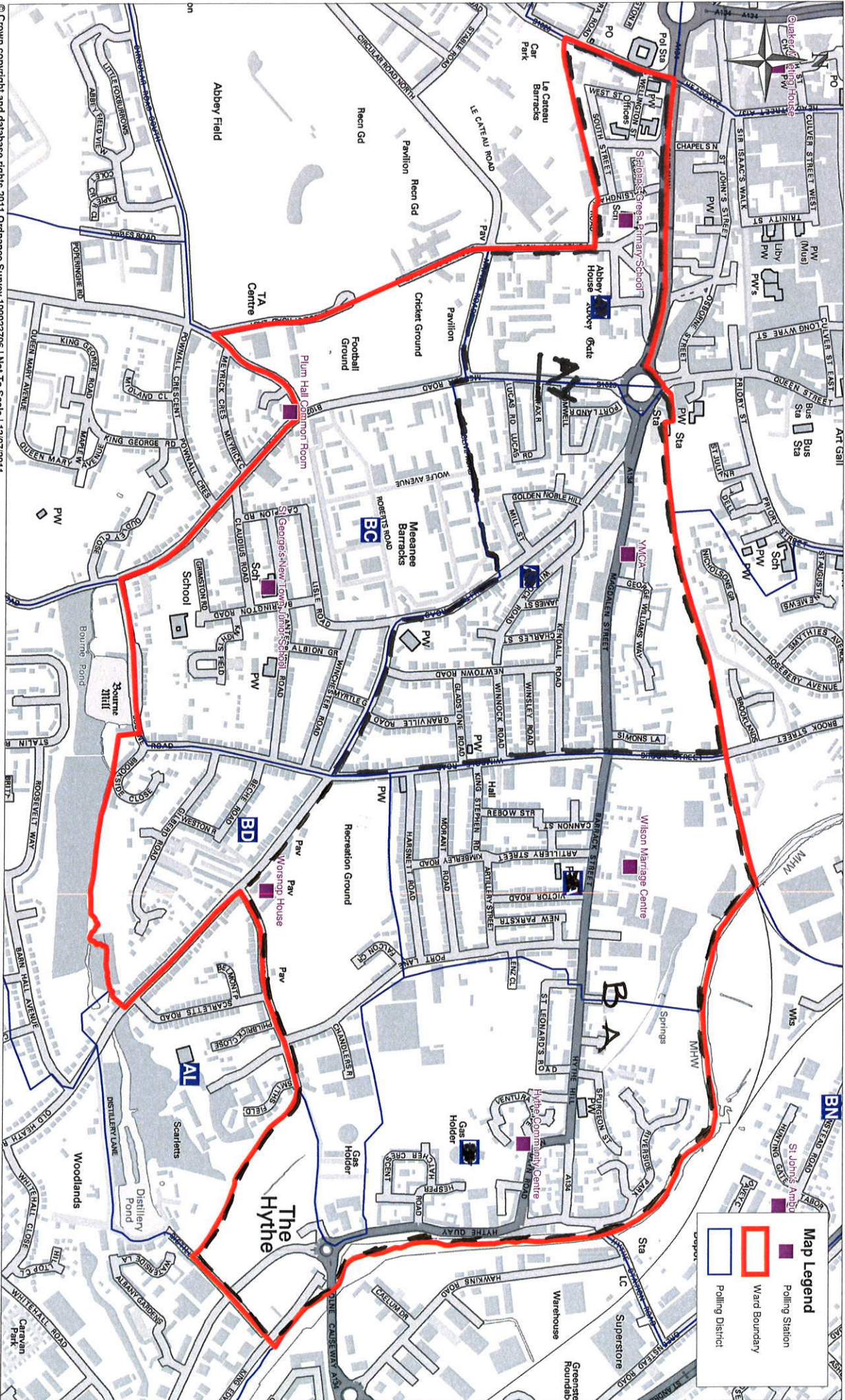
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NEW TOWN WARD

--- PROPOSED NEW
BOUNDARY

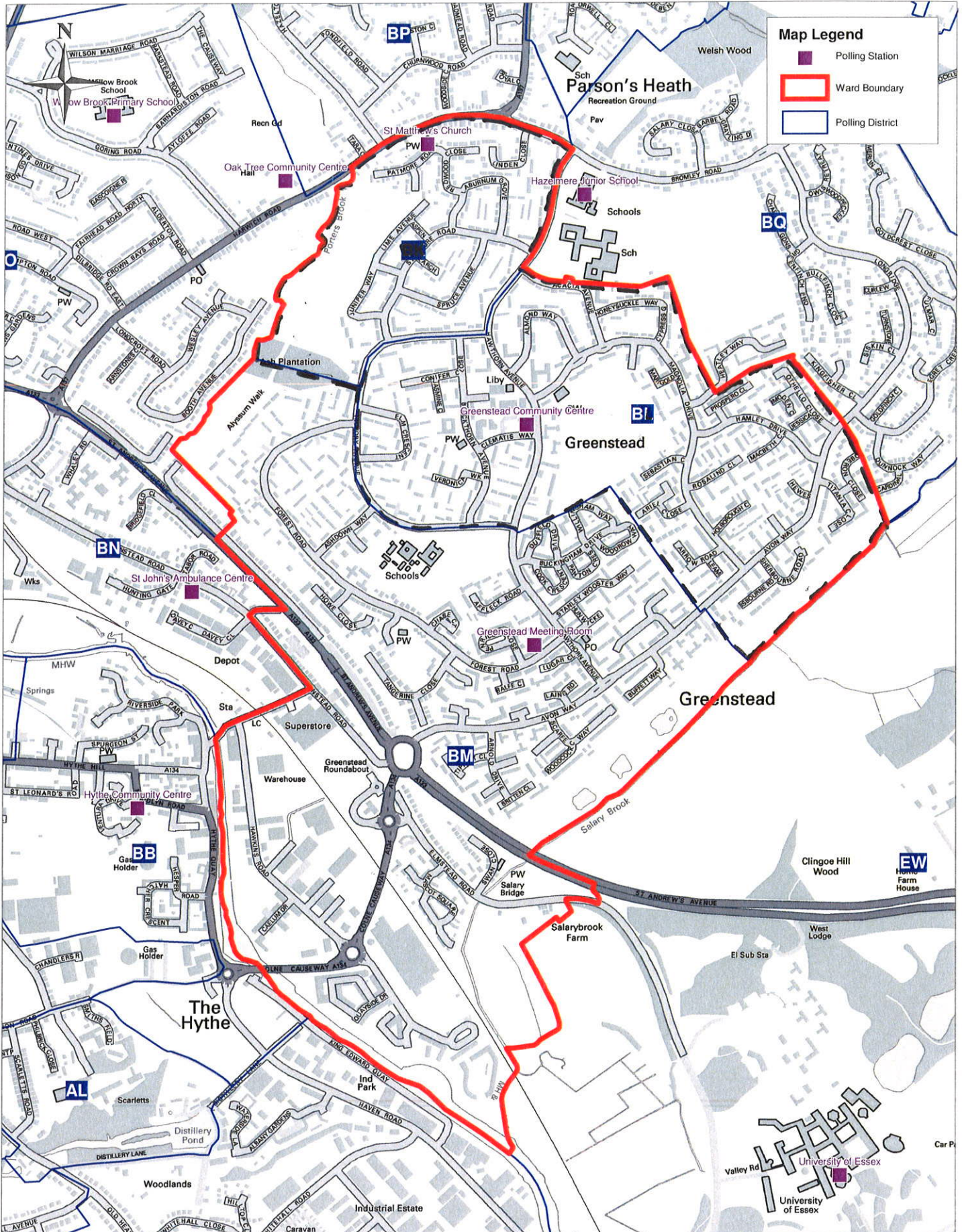


Colchester



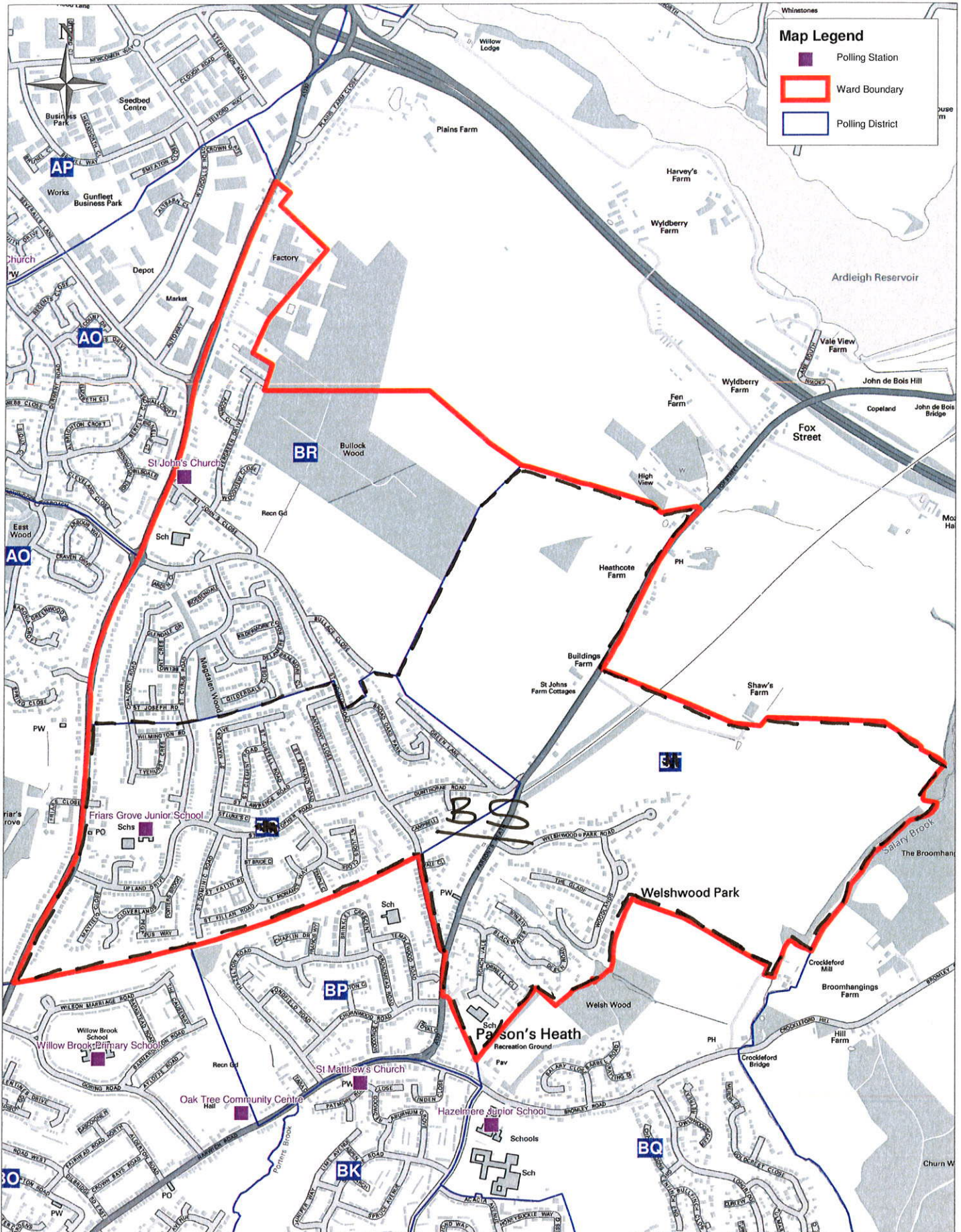
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St Andrew's Ward



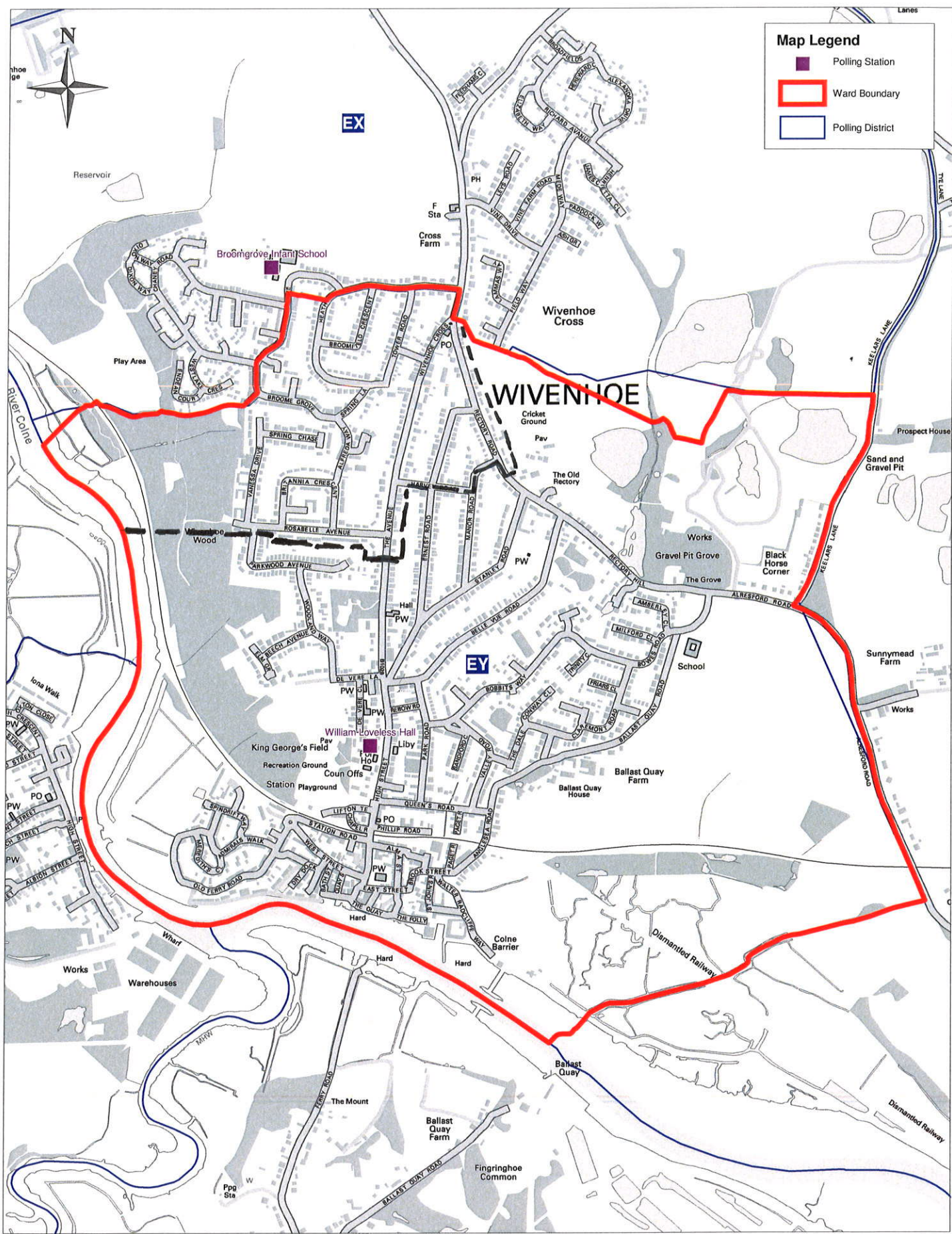
--- PROPOSED
NEW BOUNDARY

St John's Ward



--- -- PROPOSED NEW BOUNDARY

Wivenhoe Quay Ward





Accounts and Regulatory Committee

Item
9

18 October 2011

Report of	Head of Corporate Management	Author	Sarah Cheek
Title	Recommendation for Community Governance Review Stanway Parish Council		
Wards affected	Stanway and Copford and West Stanway		

This report concerns a request from Stanway Parish Council to combine the two parish wards to create one electoral area

1. Decision(s) Required

- 1.1 To approve the request from Stanway Parish Council to combine the two parish wards and create one electoral area.

2. Reasons for Decision(s)

- 2.1 Stanway Parish Council requested that a Community Governance Review be conducted with a view to combine the two parish wards, creating one electoral area.
- 2.2 Colchester Borough Council, as the principal authority, has the power to conduct a Community Governance Review and make certain decisions concerning parish councils in its area. This function is a non-executive function and has been delegated to this committee. Local Government and Public Health Involvement in Health Act 2007 requires that after the publication of the draft recommendation the council must make a formal decision as to whether the existing area of the parish should be altered.
- 2.3 The committee agreed at the last meeting that, after considering the request from the parish council and representations made during the consultation period that the combining of the two parish wards would be appropriate and easily understood by the electorate and the numbers of councillors reflect the requirements for the electorate to be equally represented. Ultimately the recommendations made in the review would bring about improved community engagement and a cohesive community. It is felt in this case that it would be more appropriate for the community to be represented as a whole.
- 2.4 Following the publication in July of the draft recommendations one further representations has been received in favour of creating one electoral area.

3. Alternative Options

- 3.1 To retain the current arrangements of two wards, with thirteen councillors representing Stanway East and two councillors representing Stanway West.

4. Supporting Information

- 4.1 At a meeting of Stanway Parish Council it was resolved to request the Borough Council to conduct a Community Governance Review to consider returning the two parish wards of Stanway East and Stanway West to a single electoral area for parish elections.

4.2 This review commenced with the publication of the Terms of Reference document on the 14 March 2011, setting out the request from the Parish Council and the considerations of the Borough Council. Residents and interested parties were invited to give their views on the proposals. Information relating to the Community Governance Review was available for inspection on the Councils website and at the Council offices. Following this process the draft proposal document was made available for public consultation from 5 July 2011 and residents were invited to comment. During the consultation all residents who made representation were informed of the draft proposal. Copies of the proposals were made available at the council offices and on the council's website.

4.3 Following the publication of the draft recommendation one further representation has been made in favour of the change.

4.4 In making the decision, the following was taken into account:

- All comments raised by the residents of Stanway parish.
- On the whole there is support for the proposed changes within the parish. The concerns over comments regarding the financial implications were noted but there will be no additional cost or savings made by the combining of the parish wards.
- The request of the Parish

5. Proposals

5.1 That the Borough Council considers the request made by Stanway Parish Council and approve the recommendations as set out in the approved draft recommendations to combine the two parish wards and create one electoral area.

6. Strategic Plan References

6.1 There are no particular references to the Strategic Plan; publicity or consultation considerations; or financial; equality, diversity and human rights; community safety; health and safety or risk management implications.

7. Consultation

7.1 The following have been consulted:

- All residents in the Parish that made representation
- Notice of Draft recommendation displayed within Stanway
- Essex County Councillor
- Colchester Borough Councillors for Stanway
- Colchester Borough Councillor for Copford and Wet Stanway
- Essex County Council

8. Publicity Considerations

8.1 This decision will primarily affect the business of Stanway Parish Council and the ratio of councillor representation to the electorate.

9. Financial Implications

9.1 There are no financial consequences arising from this report for the Borough Council

10. Equality, Diversity and Human Rights implications

10.1 The electoral process underpins the right to democratic representation.

11. Community Safety Implications

11.1 There are no community safety implications.

12. Health and Safety Implications

12.1 There are no health and safety implications associated with this decision.

13. Risk Management Implications

13.1 There are no risk management implications.

Background Papers

Draft Recommendation

**Community Governance Review
Draft Recommendation Stanway Parish Council**

Local Government and Public Involvement in Health Act 2007.

Introduction to the Review

Colchester Borough Council received a request from Stanway Parish Council, requesting a review of the parish warding of Stanway Parish with a view to combining the two parish wards into one electoral area.

The review commenced with the publication of the Terms of Reference document on the 14 March 2011. Residents and interested parties were invited to give their views on the proposals. Information relating to the Community Governance Review was available for inspection on the Councils website and held at the offices in Rowan House 33 Sheepen Road Colchester. The terms of Reference was intended to prompt local consideration, initiate discussion and the exchange of ideas and this intern would help the council to prepare the draft proposals.

The purpose of this report is to outline the response from the initial public consultation. Key stakeholder and residents were invited to make their representations and comments by 10 May 2011. Sixteen written representations were submitted.

Representations made have been summarised in Appendix B

The Councillors representing Stanway have been consulted.

Stanway Parish Council had been advised that Wivenhoe Town Council had recently requested a review to combine its two Town Council wards back into one area, and it was suggested that Stanway considers doing the same. The Parish Council wards of Stanway were imposed because the Borough Council boundaries had changed in 2002 and the Boundary Commission felt it would be of benefit to the parishioners to be represented in a similar way. At the meeting on the 13 October 2010 Stanway Parish Council resolved to request the Borough Council to conduct a Community Governance Review to consider returning the two parish wards of Stanway East and Stanway West to a single electoral area for parish elections. See Appendix A.

Electoral Arrangements

The parish of Stanway is divided into two wards and has a council of fifteen members, thirteen representing Stanway East ward and two representing Stanway West ward.

Electoral arrangements and levels of representation for the Parish

Parish Ward	Electors (2 May 2011)	Councillors	Ratio Electors Councillors	of to
Stanway East	6359	13	489	
Stanway West	177	2	89	
	6536	15		

Proposed Changes to the Electoral Arrangements

In Section 95(3) of the Local Government and Public Involvement in Health Act gives consideration to warding arrangements of parish councils. It states warding arrangement are only appropriate where it is felt that particular a area of the parish would benefit from separate representation. It is felt in this case that it would be more appropriate for the community to be represented as a whole as this would be better understood by the electorate and the number of councillors would then reflect the requirements for every electorate to be equally represented.

On the whole there is support of the proposed changes within the parish. The concerns over the financial implications are noted but there would be no additional cost or savings made by the combining

of the parish wards. This decision has no effect on the warding of the borough council wards which can only change by an electoral review held by the Boundary Commission for England.

Summary of Draft Proposals

- That the wards of Stanway parish are combined creating one electoral area
- The proposals will seek final approval at the Accounts and Regulatory Committee on the 18 October 2011.
- The reorganisation order will come into force on the 1 December 2010.

What Happens Next

Action	Relevant Date
Draft Proposals are published	4 July 2011
Consultations	5 July 2011 – 5 September 2011
Final Proposals are prepared	September 2011
Accounts and Regulatory Committee publishes the Recommendations	18 October 2011
Council publishes the Reorganization Order	1 December 2011

Appendix A

STANWAY PARISH COUNCIL

Minutes of the meeting of the **Policy & Finance Committee**
 Held on **WEDNESDAY 11TH AUGUST 2010** at 7.00pm
 In the **COMMITTEE ROOM, VICTORY HALL**

47. Community Governance Reviews

Cllr C L Sykes advised that Wivenhoe Town Council had recently requested a review to combine its two Town Council wards back into one, and he put forward the suggestion that Stanway considers doing the same. The Parish Council wards of Stanway were imposed because the Borough Council boundaries had changed in 2002. He advised that the Borough Council can make the decision to change parish ward boundaries, after consultation with the electorate.

After discussion it was agreed to apply for a review of the Parish Council wards, to become a fifteen member, single ward, Parish council.

PROPOSED Cllr C J Edwards SECONDED Cllr J Spademan and unanimously RESOLVED to apply for a review of the Parish Council wards, to become a fifteen member, single ward, Parish council.

STANWAY PARISH COUNCIL

Minutes of the meeting of the **Policy & Finance Committee**
 Held on **WEDNESDAY 13TH OCTOBER 2010** at 7.00pm
 In the **COMMITTEE ROOM, VICTORY HALL**

109. Community Governance Reviews

The Clerk advised that she had received guidance regarding the review process from Colchester Borough Council, which had been circulated to the Committee.

After discussion it was agreed that the Clerk writes to Colchester Borough Council to request a review of the Parish Council's wards.

PROPOSED Cllr J Spademan SECONDED Cllr B C Turner and unanimously RESOLVED that the Clerk writes to Colchester Borough Council to request a review of the Parish Council's wards.

Appendix B

	Name	Summary of Response
1	Christiana Edwards	Agree that the parish should be returned back to one electoral area- feels the original warding by the Electoral Commission was unnecessary and did not represent the interests of the parish
2	Barry Magson	Agrees with the proposed change
3	Trevor Ireland	Agreed if there would be a financial saving - other than that no change
4	Eric Barker	Interested in the reasoning behind the change?
5	Derek Woodard	Agrees with the combining of the two wards - would benefit Stanway as a whole
6	John Lemon	Interested why parish thinks this change is desirable
7	Gordon Yates	Agree with the parish councils request
8	Timothy Wright	Fully support the proposed combining of the two wards
9	Rob James	Does not support the parish council level of politics
10	Colin & Laura Sykes	Both support the change to one electoral area. Supporting as a Borough, Parish councillor and resident of Stanway
11	John Hudson	Fully support the proposed change
12	T N Brewis	Endorse the parish council request
13	Clive Sampson	Fully support the parish council in re establishing the parish into one electoral area
14	J M Ashby	In agreement two combine the two wards into one electoral area
15	R D Buxton	Feels the present system is preferred
16	M T Kimmel	In agreement with combining the two wards into one electoral area

