

APPENDIX 5 to Corporate O&S Report – 2 February 2016

Stages for a Requested Electoral Review

Stage	Action	Duration*
Before agreeing to the Review	Commission will meet with Chief Executive and Leader of the council to establish <ul style="list-style-type: none"> • The reason for the request • The likely scope of the review • The commitment and capacity of the council to meet the requirements for information in a timely manner 	
If agreed:		
Preliminary Period	Informal dialogue with local authority. Focus on gathering preliminary information including electorate forecasts and other electoral data. Commissioner-level involvement in briefing group leaders on the issue of council size. Meetings also held with officers, group leaders, full council and, where applicable, parish and town councils. At the end of this process, the council under review and its political groups should submit their council size proposals for the Commission to consider.	Up to 6 months in advance of formal start of review
Council size decision	Commission analyses submissions from local authority and /or political groups on council size and takes a 'minded to' decision on council size.	5 weeks
Formal start of review		
Consultation on future warding / division arrangements	The Commission publishes its initial conclusions on council size. General invitation to submit warding/division proposals based on Commissions' conclusions on council size.	12 weeks
Development of draft recommendations	Analysis of all representations received. The commission reaches conclusions on its draft recommendations.	12 weeks
Consultation on draft recommendations	Publication of draft recommendations and public consultation on them.	8 weeks
Further consultation (if required)	Further consultation only takes place where the Commission is minded to make significant changes to its draft recommendations and where it lacks sufficient evidence of local views in relation to those changes.	Up to 5 weeks
Development of final recommendations	Analysis of all representations received. The Commission reaches conclusions on its final recommendations.	12 weeks
* Time periods shows are the expected typical duration of stages. They are not standards or undertakings. The progress of a review will be determined by the nature of the issues to be addressed and the availability of information to underpin sound decision-making, not by a determination to complete a review within any given period.		