

Appendix 1

Electoral Review of Tamworth Borough Council Working Group

Draft Terms of Reference

Purpose

To oversee the development of Tamworth Borough Council proposals on council size and a proposed warding pattern for submission to the Local Government Boundary Commission for England (LGBCE), ensuring full involvement and co-ordination between members, officers and the electorate throughout the review process.

Membership

Zoe Wolicki, Assistant Director People – Project Lead

Bernie Flanagan, Electoral Services Manager

Nicola Hesketh, Information Governance Manager, Monitoring Officer and Data Protection Officer

Gareth Youlden, Head of Technology and Information Services

Tania Phillips, Head of Corporate Communications

Tracey Pointon, Legal, Admin and Democratic Services Manager

Rob Vernon, Applications and Digital Insight Manager

Laura Gilbert, Digital Data Officer

Richard Powell, Planning Policy Team Leader

Karen Clancy, Community Partnerships Manager

Stephanie Ivey, Community Partnership Manager

Jackie Noble, Head of HR and OD

Supported by Tom Rutherford Local Government Boundary Commission – meeting attendance as required

Roles and Responsibilities:

Assistant Director People – Project lead and corporate management team liaison

Electoral Services Manager – Electoral technical lead

Information Governance Manager, Monitoring Officer and Data Protection Officer – lead on constitutional matters

Head of Technology and Information Services – ICT systems lead

Head of Corporate Communications - Communication and engagement lead

Tracey Pointon, Legal, Admin and Democratic Services Manager – Democratic lead

Applications and Digital Insight Manager/ Digital Data Officer - Data and GIS lead

Planning Policy Team Leader – Planning lead

Community Partnerships Manager - Community liaison

Head of HR and OD - Equality, Diversity and Inclusion lead

Meetings:

Meetings to be held on a monthly basis via teams unless otherwise agreed for specific purposes.

A standard agenda will be used:

1. Welcome (and introductions)

2. Review of previous minutes
3. Discussion items
 - a. LGBCE update
 - b. Project Timetable
 - c. Status updates
 - d. Project next steps
4. Risks and issues
5. Any other business

Deliverables:

1. Develop and submit TBC approved council size proposal to the LGBCE.
2. Prepare and submit approved proposal on ward patterning.
3. Support consultation on ward patterns and draft recommendations.
4. Implement recommendations made in the order.

The deliverables will be supported by a detailed project plan

Timeline:**Tamworth Borough Council: Electoral Review Timetable**

These timetables outline the key dates and activities for both the Council (shown in bold) and the Commission during the review process.

Preliminary Period

<i>Briefings</i>	<i>Attendees</i>		<i>Key Dates</i>
	<i>Council</i>	<i>LGBCE</i>	
Preliminary Meeting	Council Leader Chief Executive	Chair Chief Executive	November / December 2024
Officer Briefing	Council Officers involved in review	Review Manager Review Officer	December 2024 / January 2025
Group Leader Briefing	Council Group Leaders	Lead Commissioner Review Manager Review Officer	
Full Council Briefing	All Councillors	Lead Commissioner Review Manager Review Officer	
Local Groups Briefing	Not required	Review Manager Review Officer	Autumn 2025

Council Size

<i>Activity</i>	<i>Involvement</i>		<i>Key Dates</i>
	<i>Council</i>	<i>LGBCE</i>	
Develop council size proposal	Council Political Groups	Officers will be available to answer any technical queries on making a submission.	Now until 12 September 2025
Submission of council size proposals	Council Political Groups	Officers will acknowledge receipt of submissions.	12 September 2025
Commission Meeting: Council Size	Not required	Commission	21 October 2025

Warding Patterns

<i>Activity</i>	<i>Involvement</i>		<i>Key Dates</i>
	<i>Council</i>	<i>LGBCE</i>	
Consultation on warding patterns	Council Political Groups General Public	Run consultation, collate & analyse responses.	28 October 2025 – 19 January 2026
Commission Meeting: Draft Recommendations	Not required	Commission	21 April 2026
Consultation on Draft Recommendations	Council Political Groups General Public	Publish draft recommendations. Run consultation, collate & analyse responses.	12 May 2026 – 20 July 2026
Commission Meeting: Final Recommendations	Not required	Commission	20 October 2026
Final Recommendations Published	Not required	Commission publish final recommendations report and mapping	3 November 2026

Order

<i>Activity</i>	<i>Involvement</i>		<i>Key Dates</i>
	<i>Council</i>	<i>LGBCE</i>	
Order laid	Not required	Commission	Early 2027
Order made	Not required	Commission	Spring 2027
Implementation	Council	Not required	May 2028

Reporting:

Reports will be presented to committees in line with LGBCE requirements