

Electoral Review of Tamworth Borough Council Project Plan

Activity	Start Date	End Date	Work Flow Area	TBC Responsible Person(s)	Event
Stage 1: Preliminary Period Action/Briefings	01/11/2024	30/11/2024	LGBCE		Meeting between Chair of LGBCE and CE of TBC.
Stage 1: Preliminary Period Action/Briefings	01/11/2024	30/11/2024	TBC	Bernie Flanagan	Create briefing note for distribution and discussion with members and CMT.
Stage 1: Preliminary Period Action/Briefings	01/11/2024	30/11/2024	TBC	Bernie Flanagan	Brief CMT.
Stage 1: Preliminary Period Action/Briefings	01/11/2024	30/11/2024	TBC	Bernie Flanagan	Brief Leadership Team.
Stage 1: Preliminary Period Action/Briefings	01/11/2024	30/09/2025	TBC	Bernie Flanagan; Tania Philips; Zoe Wolicki	Research other LA's reviews.
Stage 1: Preliminary Period Action/Briefings	01/11/2024	30/11/2024	TBC	Zoe Wolicki	Ensure GIS are aware of the project and timescales.
Stage 1: Preliminary Period Action/Briefings	01/11/2024	30/11/2024	TBC	Zoe Wolicki	Identify project lead.
Stage 1: Preliminary Period Action/Briefings	30/11/2024	31/12/2024	TBC	Zoe Wolicki	Draft Terms of Reference for Project Working Group.
Stage 1: Preliminary Period Action/Briefings	30/11/2024	31/12/2024	TBC	Zoe Wolicki	Create project team and identify next steps.
Stage 1: Preliminary Period Action/Briefings	01/12/2024	31/12/2024	TBC	Bernie Flanagan	Demo with Xpress to look at Xpress Maps.
Stage 1: Preliminary Period Action/Briefings	01/12/2024	31/12/2024	LGBCE		LGBCE Briefing to CE and Leader of the Council
Stage 1: Preliminary Period Action/Briefings	01/01/2025	31/01/2025	TBC	Bernie Flanagan	Draft initial project plan.
Stage 1: Preliminary Period Action/Briefings	01/01/2025	31/01/2025	TBC	Bernie Flanagan	Draft initial risk register.
Stage 1: Preliminary Period Action/Briefings	01/01/2025	31/01/2025	TBC	Zoe Wolicki	Arrange for funding stream to cover payment for Xpress Maps.
Stage 1: Preliminary Period Action/Briefings	01/01/2025	31/07/2025	TBC	Bernie Flanagan	Ensure that electoral management systems (EMS) are up to date.
Stage 1: Preliminary Period Action/Briefings	01/01/2025	31/01/2025	TBC	Zoe Wolicki; Nicola Hesketh, Tracey Pointon	Create Member Working Group
Stage 1: Preliminary Period Action/Briefings	01/01/2025	31/01/2025	TBC	Tania Phillips	Develop Communications Plan
Stage 1: Preliminary Period Action/Briefings	01/01/2025	31/01/2025	LGBCE		LGBCE Briefing to CE and political group leaders.

<i>Activity</i>	<i>Start Date</i>	<i>End Date</i>	<i>Work Flow Area</i>	<i>TBC Responsible Person(s)</i>	<i>Event</i>
Stage 1: Preliminary Period Action/Briefings	01/01/2025	31/01/2025	LGBCE		LGBCE Briefing to elected members.
Stage 1: Preliminary Period Action/Briefings	01/01/2025	31/01/2025	TBC	Zoe Wolicki; Nicola Hesketh, Tracey Pointon	Schedule dates for Project Working Group and Member Working Group.
Stage 1: Preliminary Period Action/Briefings	01/01/2025	31/01/2025	TBC	Zoe Wolicki	Draft Terms of Reference for Member Working Group.
Stage 1: Preliminary Period Action/Briefings	01/01/2025	31/01/2025	TBC	Zoe Wolicki; Bernie Flanagan	Prepare report for Member Working Group to start the review.
Stage 1: Preliminary Period Action/Briefings	01/01/2025	31/01/2025	TBC	Zoe Wolicki; Bernie Flanagan	Add report to Member Working Group to Forward Plan if required.
Stage 1: Preliminary Period Action/Briefings	01/01/2025	31/01/2025	TBC	Zoe Wolicki; Bernie Flanagan	Report sign off for Member Working Group.
Stage 1: Preliminary Period Action/Briefings	01/01/2025	31/01/2025	TBC	Zoe Wolicki; Bernie Flanagan; Tracey Pointon	Agenda published for Member Working Group
Stage 1: Preliminary Period Action/Briefings	17/01/2025	17/01/2025	TBC	Zoe Wolicki; Bernie Flanagan	Put agenda item on the Forward Plan regarding Electoral Review
Stage 1: Preliminary Period Action/Briefings	20/01/2025	02/02/2025	TBC	Zoe Wolicki; Bernie Flanagan	Prepare report for Full Council regarding Electoral Review
Stage 1: Preliminary Period Action/Briefings	12/02/2025	12/02/2025			Meeting of Member Working Group
Stage 1: Preliminary Period Action/Briefings	03/02/2025	10/02/2025	TBC	Zoe Wolicki; Bernie Flanagan	Report sign off for Full Council regarding Electoral Review
Stage 1: Preliminary Period Action/Briefings	17/02/2025	17/02/2025	TBC	Zoe Wolicki; Bernie Flanagan	Agenda published for Full Council regarding Electoral Review
Stage 1: Preliminary Period Action/Briefings	25/02/2025	25/02/2025	TBC	Zoe Wolicki; Bernie Flanagan	Full Council Meeting regarding Council regarding Electoral Review
Stage 1: Preliminary Period Action/Briefings	01/09/2025	31/10/2025	LGBCE		Briefings to local groups.
Stage 2: The review commences regarding Council Size Submission	01/04/2025	06/05/2025	TBC	Zoe Wolicki; Bernie Flanagan	Put agenda item on the Forward Plan regarding Council Size submission
Stage 2: The review commences regarding Council Size Submission	06/05/2025	16/06/2025	TBC	Zoe Wolicki; Bernie Flanagan	Prepare report for Full Council regarding Council Size submission
Stage 2: The review commences regarding Council Size Submission	02/06/2025	06/06/2025	TBC		Prepare elected member survey regarding Council Size
Stage 2: The review commences regarding Council Size Submission	09/06/2025	13/06/2025	TBC		Distribute elected member survey regarding Council Size
Stage 2: The review commences regarding Council Size Submission	16/06/2025	20/06/2025			Analysis responses from elected member survey regarding Council Size
Stage 2: The review commences regarding Council Size Submission	16/06/2025	23/06/2025	TBC	Zoe Wolicki; Bernie Flanagan	Share draft submission on council size with Leader of Council and Leader of Opposition.
Stage 2: The review commences regarding Council Size Submission	16/06/2025	23/06/2025	TBC	Zoe Wolicki; Bernie Flanagan	Share draft submission for council size with LT & CMT.

<i>Activity</i>	<i>Start Date</i>	<i>End Date</i>	<i>Work Flow Area</i>	<i>TBC Responsible Person(s)</i>	<i>Event</i>
Stage 2: The review commences regarding Council Size Submission	16/06/2025	23/06/2025	TBC	Zoe Wolicki; Bernie Flanagan	Share draft submission for council size with Cabinet.
Stage 2: The review commences regarding Council Size Submission	16/06/2025	23/06/2025	TBC	Zoe Wolicki; Bernie Flanagan	Share report and submission on council size with Member Working Group.
Stage 2: The review commences regarding Council Size Submission	16/06/2025	23/06/2025	TBC	Zoe Wolicki; Bernie Flanagan	Report sign off for Full Council regarding Council Size submission
Stage 2: The review commences regarding Council Size Submission	30/06/2025	30/06/2025	TBC	Zoe Wolicki; Bernie Flanagan	Agenda published for Full Council regarding Council Size submission
Stage 2: The review commences regarding Council Size Submission	01/07/2025	31/07/2025	TBC	Bernie Flanagan	Produce geocoded electoral register
Stage 2: The review commences regarding Council Size Submission	01/07/2025	31/07/2025	TBC	Bernie Flanagan	Prepare data on current electorate and forecasted electorate.
Stage 2: The review commences regarding Council Size Submission	01/07/2025	31/07/2025	TBC	Bernie Flanagan	Prepare forecasting methodology for forecasting electorate.
Stage 2: The review commences regarding Council Size Submission	01/07/2025	31/07/2025	TBC		Gather information on proposed housing developments that will consist of 20 or more electors.
Stage 2: The review commences regarding Council Size Submission	01/07/2025	31/07/2025	TBC		Housing developments
Stage 2: The review commences regarding Council Size Submission	01/07/2025	31/07/2025	TBC		Polling District Maps
Stage 2: The review commences regarding Council Size Submission	08/07/2025	08/07/2025	TBC	Zoe Wolicki; Bernie Flanagan	Full Council Meeting regarding Council Size submission
Stage 2: The review commences regarding Council Size Submission	01/08/2025	12/09/2025	TBC	Zoe Wolicki; Bernie Flanagan	Make council size submission to LGBCE.
Stage 2: The review commences regarding Council Size Submission	01/08/2025	12/09/2025	TBC	Zoe Wolicki; Bernie Flanagan	Submit requested data to LGBCE including electoral register, current electorate, predicted electorate, future developments and associated maps and mapping files.
Stage 2: The review commences regarding Council Size Submission	21/10/2025	21/10/2025	LGBCE		Council size decision made by the LGBCE
Stage 3: The review commences regarding the pattern of wards	28/10/2025	09/12/2025	TBC, Political Groups, General Public		Prepare submission for warding patterning consultation.
Stage 3: The review commences regarding the pattern of wards	28/10/2025	19/01/2026	LGBCE		Run consultation, collate & analyse responses.
Stage 3: The review commences regarding the pattern of wards	21/04/2025	21/04/2025	LGBCE		Draft warding pattern recommendations.
Stage 3: The review commences regarding the pattern of wards	21/05/2026	20/07/2026	TBC, Political Groups, General Public		Consulation on draft ward patterning recommendations
Stage 3: The review commences regarding the pattern of wards	21/05/2026	20/07/2026	LGBCE		Publish draft recommendations. Run consultation, collate & analyse responses.
Stage 3: The review commences regarding the pattern of wards	20/10/2026	20/10/2026	LGBCE		Meeting on Final warding pattern recommendations.

<i>Activity</i>	<i>Start Date</i>	<i>End Date</i>	<i>Work Flow Area</i>	<i>TBC Responsible Person(s)</i>	<i>Event</i>
Stage 3: The review commences regarding the pattern of wards	03/11/2026	03/11/2026	LGBCE		Final recommendations published.
Stage 4: Processes on conclusion of review	Early 2027	Early 2027	LGBCE		Order laid in Parliament.
Stage 4: Processes on conclusion of review	Spring 2027	Spring 2027	LGBCE		Order made.
Stage 4: Processes on conclusion of review	14/06/2027	01/12/2027	TBC		Polling district, polling place and polling station review to be undertaken.
Stage 4: Processes on conclusion of review	14/06/2027	01/07/2027	TBC		Polling district, polling place and polling station review to be added to the forward plan.
Stage 4: Processes on conclusion of review	01/09/2027	31/10/2027	TBC		Prepare Polling district, polling place and polling station review report for Full Council.
Stage 4: Processes on conclusion of review	01/09/2027	31/10/2027	TBC		Polling district, polling place and polling station review report to be presented at Full Council
Stage 4: Processes on conclusion of review	01/09/2027	26/02/2027	TBC		Implement changes to boundaries within the electoral register.
Stage 4: Processes on conclusion of review	01/03/2028	04/05/2028	TBC		Implementation - first elections on new boundaries