

Appendix 3

Tamworth Borough Council

Date: 1st February 2025

Terms of Reference for the Electoral Review Working Group

1. Purpose: The Electoral Review Working Group is established to oversee and support the electoral review process conducted by the Local Government Boundary Commission for England (LGBCE). The group will ensure full member involvement and provide recommendations to the council.

2. Composition:

- The working group shall comprise one councillor from each political group represented on the council as well as independent members.
- The group will be politically proportionate to reflect the composition of the council.
- The group will be advised and supported by the Assistant Director People and Electoral Services Manager.

3. Objectives:

- To oversee the development of formal council proposals on council size and warding patterns for submission to the LGBCE.
- To ensure effective consultation and participation of all members throughout the review process.
- To review representations made in relation to the electoral review and inform recommendations to the council.

4. Scope:

- To formulate:
 - a council size proposal for consideration by the LGBCE including the number of councillors to be elected from each ward
 - proposals for the names, number and boundaries of electoral wards.

5. Responsibilities:

- To provide support in the provision of information required by the LGBCE.
- To facilitate, coordinate, and consult with all members and stakeholders.
- To ensure transparency and effective communication throughout the review process.

6. Meetings:

- The working group shall meet regularly, with the frequency of meetings determined by the needs of the review process.
- The group shall appoint a chair and vice-chair from its membership at the first meeting.

7. Reporting:

- The working group shall report its findings and recommendations to the full council for approval.
- Interim reports may be provided to the council as necessary to keep members informed of progress.

8. Review:

- The terms of reference shall be reviewed periodically to ensure they remain relevant and effective.