

Report Title:	Royal Borough of Windsor and Maidenhead Electoral Review Stage One - Council Size
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor McWilliams - Deputy Lead Member Policy and Affordable Housing Councillor Dudley - Leader of the Council
Meeting and Date:	Council - 27 June 2017
Responsible Officer(s):	Alison Alexander - Managing Director (DASS) and David Scott - Head of Communities and Highways
Wards affected:	All

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REPORT SUMMARY

1. Full Council requested an electoral review by the Local Government Boundary Commission for England (LGBCE) in September 2016. In February 2017, the LGBCE presented to all elected Members the review process. In March 2017, a cross party Working Group was established to complete Stage One. The electoral review process has two stages.
2. This report outlines the outcome of the Stage One of the review. The Working Group is making a recommendation to Full Council to propose to the LGBCE that, with effect from the Borough Elections in May 2019, the size of the council should become 43 elected Members, or 43 plus or minus one, subject to the outcome of Stage Two of the process.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Council:

- i) **Notes the Stage One review report on the future council size in Appendix A and the cross party Working Group recommendation that the future council size be 43 Councillors.**
- ii) **Agrees that the Stage One review report be submitted to the Local Government Boundary Commission for England.**

2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 At Full Council in September 2016, it was unanimously resolved to endorse a request be made to undertake an electoral review of the Borough's ward boundaries and the overall numbers and distribution of elected Members. A request was submitted and a review was agreed, based upon the case set out to Full Council. As a result, the LGBCE met with the Head of Paid Service, the Returning Officer and the Leader of the Council, and then later briefed Cabinet and Council in February 2017. This briefing from the LGBCE explained that the review process is undertaken in two distinct stages.

- 2.2 A cross party Member Working Group was established, following the LGBCE briefing and the Stage One part of the review process has been undertaken supported by officers. This review has considered a number of key factors as prescribed by the LGBCE review process and the Stage One review report prepared. The Stage One - Council Size report is shown in Appendix A.
- 2.3 As part of undertaking the Stage One review, the cross party Member Working Group has considered the needs for the council going forward and the evidence upon which a revised number of Councillors can be recommended to Full Council prior to submission to the LGBCE. The Stage One report explains the review process in more detail and the reasons for the size of the council being recommended with effect for the Borough Elections in May 2019, the next Borough elections. The new Electoral Register, to be published in December 2018, will reflect the new council size, subject to the Stage Two part of the review process. Stage Two will consider the new ward boundaries, if the Stage One report is accepted and approved by the LGBCE.
- 2.4 The Stage One review takes into consideration the current and future population and electorate size, growth arising from general population increases and forecasted residential developments expected up until December 2023. This is required by the LGBCE process, being five years beyond the date the changes would come into effect. The Stage One process has looked at current and future governance arrangements, including the Executive, Regulatory and Scrutiny functions of the council, and the current ratio of elector to Councillor. The Royal Borough has the lowest in Berkshire and almost the lowest of all unitary authorities in England. The results of a survey of the existing Members, looking at their representational roles and workloads, are also provided and have been taken into account in developing the recommendation.
- 2.5 Based upon the future governance needs, and revisions to the number and mix of council meetings (committees, panels and forums) and the population forecasts, the review concludes that the Member Working Group recommends to Full Council that the future size of the council should be based upon 43 Councillors, a reduction of 25% on the current number of 57. It is proposed that whilst this is the actual number identified, the request to the LGBCE should be this number plus or minus one to provide a small degree of flexibility for the Stage Two part of the review that will look at how this number of Councillors will be allocated to wards. This is a normal approach.
- 2.6 The new council size and the resultant revised elector to Councillor ratio has been cross referenced to Berkshire neighbours, CIPFA statistical neighbours and the national average; the new ratio is in line with these reference points.

Table 1: Options

Option	Comments
Support the cross party Member Working Group Stage One review report which recommends the future Council size should be 43 elected Members.	This option takes into consideration the evidence base identified from the Stage One review process. It is proposed that although the recommended size of the council be 43, the option to have plus or minus one further elected Member, to provide a small degree of flexibility
The recommended option	

Option	Comments
	within Stage Two should be included on the final version submitted to the LGBCE.
Reject the cross party Member Working Group Stage One review report which recommends the future council size should be 43 elected Members.	The Working Group could be asked to reconsider the evidence base and/or other factors that they consider may not have been taken into consideration adequately.

3 KEY IMPLICATIONS

- 3.1 The council has resolved to undertake an electoral review. A Stage One review process must be completed and agreed with the LGBCE to enable them to consider the proposals before the Stage Two process can begin.

Table 2: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Stage One review recommendation is submitted to LGBCE	After end of July 2017 LGBCE deadline	Before end of July 2017	Early July 2017	Before end of June 2017	New council size agreed for Dec 2018.
Stage Two review report prepared for Full Council and submitted to the LGBCE	After Dec 2017 LGBCE deadline	By 4 Dec 2017 LGBCE deadline	Before 4 Dec 2017 LGBCE deadline	Before 31 Nov 2017	New Council size agreed for Dec 2018.

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no financial implications arising directly as a result of this report; however, should the council size be confirmed as reduced to 43, there will be efficiency savings to be achieved with effect from May 2019. The scale of these savings will not be quantified fully until the completion of the Stage Two part of the review process.
- 4.2 The Stage One report was prepared within existing officer time, and the budget provision approved in September 2016 has not yet been drawn upon. The £75K was split between two fiscal years 2016/17 (£25K) and 2017/18 (£50K).
- 4.3 It is anticipated that a specialist additional resource will still be required in Stage Two of the review process, to provide support for the detailed ward boundary options analysis. It is expected that this will be brought in using a data and election specialist as required and will be funded from within the funding approved in September 2016. No additional funding is being requested through this report.

Table 3: Financial impact of report's recommendations

REVENUE	2016/17	2017/18	2018/19
Addition	£0	£0	£0
Reduction	£0	£0	£0
Net impact	£0	£0	£0

CAPITAL	2016/17	2017/18	2018/19
Addition	£0	£0	£0
Reduction	£0	£0	£0
Net impact	£0	£0	£0

5 LEGAL IMPLICATIONS

- 5.1 The Stage One review has been undertaken in accordance with the advice and guidance provided by the LGBCE.

6 RISK MANAGEMENT

- 6.1 The risks identified are set out in Table 4.

Table 4: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
Stage One review report is not submitted by the LGBCE July deadline	Medium	Report submitted to Council in June following agreed recommendation from the Working Group	Low
The Stage One review recommendation is not supported by the LGBCE	Medium	Stage One Review report includes good evidence base which supports the recommendation	Low
The Stage Two element of the review is not completed on time.	Medium	Work is started in July/August to begin the analysis and options	Low
The Stage Two element is unable to identify revised ward boundaries that are supported by Council	Medium	New ward boundaries are based upon detailed analysis	Low
The LGBCE reject the recommended number of 43 Councillors.	Medium	A possibility for 43 plus or minus one has been included, subject to outcome of Stage Two.	Low

7 POTENTIAL IMPACTS

- 7.1 The Stage One review report will have a significant impact on the future size of the council, recommending to the LGBCE a reduction of 25% to 43 Councillors. The proposed size takes into consideration the needs of the council from three separate perspectives to achieve:
- Effective and efficient decision making.
 - Scrutiny and partnership working.
 - Representation of the electorate.
- 7.2 The review process at Stages One and Two seeks to ensure the whole community is represented in an equitable manner.

8 CONSULTATION

- 8.1 All Royal Borough Members were invited to take part in the Member survey. 93% (53 of the 57) responded. Their responses have informed the Stage One review recommendation. The Stage One review, if agreed with the LGBCE, will trigger a comprehensive Stage Two part of the review which will involve detailed options of how the revised council size might be distributed across wards to enable the revised council size to be implemented.

9 TIMETABLE FOR IMPLEMENTATION

Table 5: Implementation timetable

Stage Details	Dates
Submit Stage One Review	July 2017 following approval by Full Council (in June 2017)
Stage One Review	LGBCE will consider and respond by end of September 2017
Consultation on Warding Patterns	End of September - December 2017
Consultation on draft recommendations	February to April 2018
Publish final recommendations	June 2018
Recommendations confirmed by Parliamentary Order	September or October 2018
New council size effective	Publication of the revised Annual Electoral Register December 2018, in readiness for Local Elections in May 2019

10 APPENDICES

- 10.1 Appendix A: The RBWM Electoral Review Stage One - Council Size.

11 BACKGROUND DOCUMENTS

11.1 The background documents to this report to Council are:

- Report to Full Council on 27 September 2016.

11.2 The report is available on the Council website.

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr McWilliams	Deputy Lead Member	19 June 2017	21 June 2017
Alison Alexander	Managing Director	19 June 2017	22 June 2017
Russell O'Keefe	Executive Director	19 June 2017	
Andy Jeffs	Executive Director	19 June 2017	
Rob Stubbs	Section 151 Officer	19 June 2017	
Terry Baldwin	Head of HR	19 June 2017	
Mary Kilner	Head of Law and Governance	19 June 2017	21 June 2017
	Other e.g. external		

REPORT HISTORY

Decision type: Key decision : Yes	Urgency item? No
Report Author: David Scott - Head of Communities and Highways. 01628-796748	

Electoral Review

Royal Borough of Windsor and Maidenhead

Stage One - Council Size

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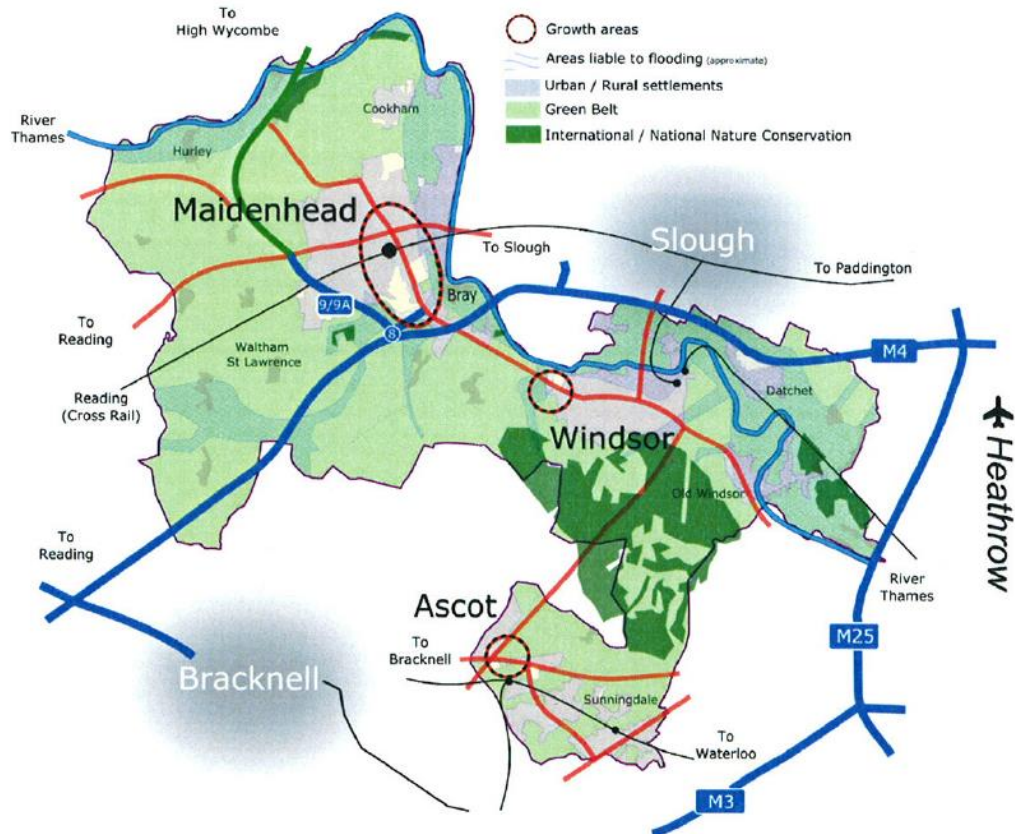
Summary

The Royal Borough of Windsor and Maidenhead has carried out an assessment of the roles and responsibilities of its elected Councillors. It has determined that a council size of 43 Councillors will be able to secure an effective local government going forward from the next council elections, due to take place in 2019-20.

1. Introduction

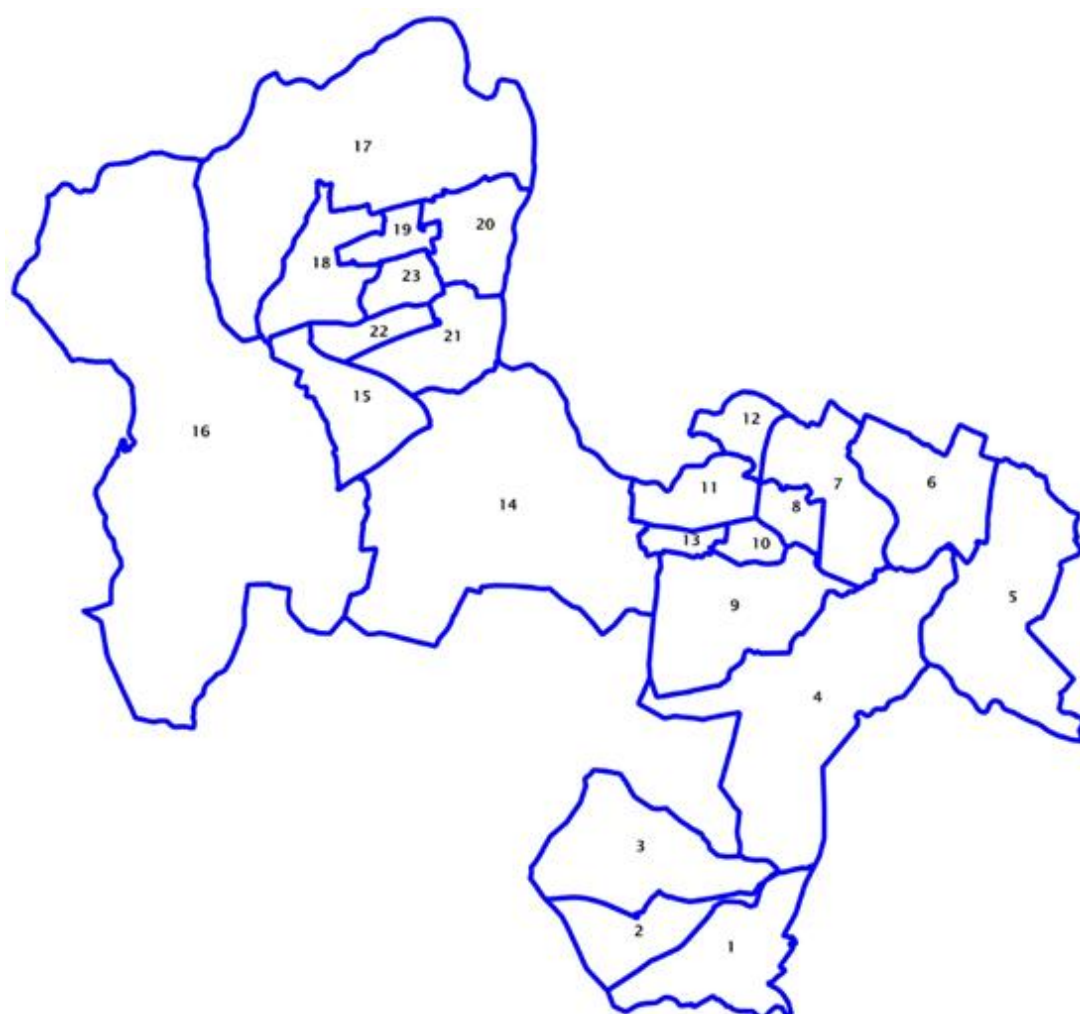
- 1.1 The Royal Borough is located in Berkshire, at the heart of the Thames Valley, less than 30 miles west of central London. It is comprised of three main settlements; Ascot, Maidenhead and Windsor, and enjoys a predominantly rural setting, with 83% of the authority falling within the Metropolitan Green Belt.
- 1.2 The Royal Borough benefits from high levels of connectivity with London and key national destinations via its strategic road networks. The M4 runs east-west through the authority, while the M3, M25 and M40 are all easily accessible.
- 1.3 London Heathrow, the UK's primary international airport, is nearby and there are good rail links. The Capital is less than an hour away and further rail connections, via Reading, link the Royal Borough with the rest of the country.

Map 1: RBWM Connectivity



- 1.4 Maidenhead is due to become a significant stop for Crossrail, the new fast, high frequency, high capacity railway linking the City of London with the South East. It will reduce journey times between Maidenhead and Canary Wharf by 30% to 55 minutes. The Elizabeth Line will arrive into the town during 2019-20.
- 1.5 The Royal Borough is a tourist destination. It is home to some of the most visited tourist attractions in the country. These attractions include: Windsor Castle, LEGOLAND Windsor Resort, Ascot Racecourse, Eton College, Michelin-starred restaurants in Bray and the River Thames.
- 1.6 There are approximately seven million visitors to the Borough every year, with an estimated 750,000 overnight 'staying' trips. The high volume of tourists in such a concentrated area contributes to the uniqueness of the Royal Borough.
- 1.7 The area is administered by the Royal Borough of Windsor and Maidenhead (RBWM). The council, formerly a District Council, was created as a single-tier, unitary authority after the dissolution of Berkshire County Council in 1998. The council comprises parts of the former administrative county of Berkshire and that of the existing county of Buckinghamshire. The rural districts of Cookham and Ascot originated from the former Berkshire area while the Eton, Datchet, Horton and Wraysbury districts came from Buckinghamshire.
- 1.8 The local authority covers two parliamentary constituencies; Windsor and Maidenhead. Both constituencies lie partly within the administrative boundary of the Royal Borough and cross over into three neighbouring local authority areas.
- 1.9 There are fourteen parish councils and one town council which operate in the rural areas of Maidenhead, Windsor and Ascot. There are ninety-three parish Councillors elected across these. A number of parish councils are warded.
- 1.10 There are twenty-three Royal Borough wards across a geographical area of 198.4km² (79 mi²). The local authority itself has fifty-seven elected Councillors who serve a four-year term. The whole council is up for re-election every four years. An executive model of a Leader and a Cabinet was adopted in April 2000. Map 2 demonstrates the geographical distribution of the wards.
- 1.11 The Royal Borough is currently a Conservative-run administration and the political composition, as of June 2017, is:
 - Conservative: 51 Councillors (89%)
 - Independent: 5 Councillors (9%)
 - Liberal Democrat: 1 Councillor (2%)

Map 2: RBWM Ward Distribution



Key:

- | | |
|------------------------------|--------------------------|
| 1. Sunningdale | 13. Clewer South |
| 2. Sunninghill & South Ascot | 14. Bray |
| 3. Ascot & Cheapside | 15. Cox Green |
| 4. Old Windsor | 16. Hurley & Walthams |
| 5. Horton & Wraysbury | 17. Bisham & Cookham |
| 6. Datchet | 18. Pinkneys Green |
| 7. Eton & Castle | 19. Furze Platt |
| 8. Castle Without | 20. Maidenhead Riverside |
| 9. Park | 21. Oldfield |
| 10. Clewer East | 22. Boyn Hill |
| 11. Clewer North | 23. Belmont |
| 12. Eton Wick | |

Local population

- 1.12 The Royal Borough's population has been estimated at 147,708 (this is the mid-year estimate published during 2015). It is currently the fourth most populated of the six Berkshire unitary authorities, see Table 1.

Table 1: Berkshire unitary authorities by population

Unitary Authority	Population (2015)	Projection (2023*)	Increase (%)
Reading	161,700	169,900	5.1%
Wokingham	160,400	170,900	6.5%
West Berkshire	156,000	161,000	3.2%
RBWM	147,708	156,570	6.0%
Slough	145,700	157,100	7.8%
Bracknell Forest	119,000	128,800	8.2%
Berkshire Total	890,508	944,300	6.0%

* These projections from the ONS exclude planned residential development.

- 1.13 The Office for National Statistics (2014) predicts that the Royal Borough's population will increase to 156,570 by 2023; a 6% increase. This is compared to an average increase of 4.7% for the South East and 4.3% for England.
- 1.14 The ONS projections do not, however, take into account planned residential developments. When these are factored in, the local population is likely to be even higher. Planned developments are discussed in more detail in Table 7.
- 1.15 The largest urban areas of the Borough are located in Maidenhead town, which includes Oldfield, Belmont, Boyn Hill and Maidenhead Riverside wards with populations of over 8,000 people. The smallest ward is Eton Wick with 2,290.

Table 2: RBWM wards by population

Ward	Population (2015)
Oldfield	9,910
Belmont	8,518
Maidenhead Riverside	8,222
Boyn Hill	8,094
Clewer North	7,921
Bray	7,627
Cox Green	7,540
Furze Platt	7,482
Pinkneys Green	7,471
Castle Without	7,281
Sunninghill & South Ascot	7,076
Bisham & Cookham	6,802
Hurley & Walthams	6,140
Clewer East	5,658
Ascot & Cheapside	5,487
Clewer South	5,485
Sunningdale	5,467
Park	5,296
Horton & Wraysbury	5,130
Old Windsor	5,073
Datchet	4,921
Eton & Castle	2,817
Eton Wick	2,290
Royal Borough Total	147,708

- 1.16 The Royal Borough has a relatively well-paid and healthy population in comparison with the national average; the life expectancy at birth is 81 for males (national average is 79) and 85 for females (national average is 83).
- 1.17 The number of local businesses that operate within the Royal Borough is approximately 8,880. In addition, 56% of households are employed in either professional or managerial/technical occupations compared to the national average equivalent of 41% across the rest of the United Kingdom.

Current electorate

- 1.18 The current electorate as of June 2017 is 111,250. This equates to 75% of the Royal Borough's total population (based on the 2015 population estimate). It is expected that, with the projected population increase (including growth as a result of residential development), the number of electors could rise up to 125,058 by 2023. To prepare for this, the Royal Borough proactively requested an electoral review.
- 1.19 The council last had an electoral review in 2001 (with changes implemented with effect from May 2003). Since then, the population has increased by over 10,000 people and is expected to continue rising. The average number of electors per Councillor currently stands at 1,952; the lowest ratio in Berkshire.

Table 3: Berkshire unitary authorities by average electors per Councillor

Unitary Authority	Approx population	Electors	% of Pop.	Wards	Cllrs	Average electors/Cllr
Reading	161,700	108,786	67%	16	46	2,365
West Berkshire*	156,000	120,464	77%	30	52	2,317
Wokingham	160,400	124,142	77%	25	54	2,299
Slough	145,700	94,271	65%	15	42	2,245
Bracknell Forest	119,000	87,226	73%	18	42	2,077
RBWM	147,708	111,250	75%	23	57	1,952

* West Berkshire is currently conducting its own electoral review and intends to reduce its council size from 52 down to 42 Councillors.

- 1.20 West Berkshire is reducing its council size. Once their electoral review has been completed, the new West Berkshire electors to Councillor ratio will increase to 2,868. This will increase the Berkshire average (excluding RBWM) from its current level of 2,226 up to 2,371.
- 1.21 When compared to 15 statistical neighbours, the Royal Borough has the lowest number of electors per Councillor. The average for the council's statistical neighbours is 2,907 electors per Councillor. The statistical neighbours are derived from the Royal Borough's CIPFA family group. This takes into account variables such as population, number of households, area, unemployment levels and council tax bands.

Table 4: Statistical neighbours by average electors per Councillor

Unitary Authority	Approx population	Wards	Cllrs	Electors	Average electors/Cllr
Cheshire East	375,400	52	82	296,368	3,614
Medway	276,500	22	55	195,815	3,560
Central Bedfordshire	274,000	31	59	205,961	3,491
North Somerset	209,900	35	50	161,880	3,238
Bedford	166,300	27	40	128,199	3,205
South Gloucestershire	274,700	35	70	210,251	3,004
Poole	150,600	16	42	123,602	2,943
North Lincolnshire	169,800	17	43	126,410	2,940
West Berkshire*	156,000	TBC	42	120,464	2,868
Swindon	217,200	20	57	163,033	2,860
Isle of Wight	139,400	39	40	109,265	2,732
Warrington	207,700	22	58	157,388	2,714
Wokingham	160,400	25	54	124,142	2,299
Bracknell Forest	119,000	18	42	87,226	2,077
Bath and North East Somerset	184,900	37	65	134,037	2,062
Average					2,907
RBWM	147,708	23	57	111,250	1,952

* Taking into account West Berkshire's proposed new electors to Councillor ratio of 2,868.

- 1.22 Nationally, the Royal Borough is within the fourth quartile of unitary authorities for the number of electors per Councillor. The average of all four quartiles is around 2,900 and the average for the third quartile sits at the 2,600 level.
- 1.23 With the proposal to move to 43 Councillors from 2019 onwards, the Royal Borough would inherit a new elector to Councillor ratio of 2,908. This is in line with statistical neighbours (their average is 2,907 per Councillor), see Table 4.
- 1.24 The Local Government Boundary Commission for England's criteria for initiating an electoral review are:
- More than 30% of a council's wards have an electoral imbalance of more than 10% from the average ratio for that authority.
 - One or more wards with an electoral imbalance of more than 30%.
 - The imbalance is unlikely to be corrected by foreseeable changes to the electorate within a reasonable period.
- 1.25 Although the Royal Borough does not currently trigger these criteria, the projected population increase and planned residential developments indicate that it soon will. The electoral review will also ensure the council continues to deliver value for money out of its democratic system.

- 1.26 Table 5 compares the number of electors per Councillor of individual Royal Borough wards with one another. It calculates the ward's variance from the current local average for electors per Councillor (1,952). This process identifies how and where electorally imbalanced wards are within the Borough.

Table 5: RBWM electors per Councillor by ward (as of June 2017)

Ward	Cllrs	Electors	Per Cllr	Variance from Avg in RBWM (1,952)	Variance from Avg in Berkshire - excluding RBWM (2,226 electors)
Oldfield	3	7,078	2,359	+20.9%	+6.0%
Maidenhead Riverside	3	6,472	2,157	+10.5%	-3.1%
Belmont	3	6,344	2,115	+8.3%	-5.0%
Horton & Wraysbury	2	4,146	2,073	+6.2%	-6.9%
Ascot & Cheapside	2	4,109	2,055	+5.3%	-7.7%
Park	2	4,086	2,043	+4.7%	-8.2%
Sunningdale	2	4,059	2,030	+4.0%	-8.8%
Clewer East	2	3,994	1,997	+2.3%	-10.3%
Clewer North	3	5,980	1,993	+2.1%	-10.5%
Old Windsor	2	3,968	1,984	+1.6%	-10.9%
Boyn Hill	3	5,870	1,957	+0.2%	-12.1%
Furze Platt	3	5,861	1,954	+0.1%	-12.2%
Bray	3	5,834	1,945	-0.4%	-12.6%
Cox Green	3	5,799	1,933	-1.0%	-13.2%
Pinkneys Green	3	5,758	1,919	-1.7%	-13.8%
Clewer South	2	3,828	1,914	-1.9%	-14.0%
Datchet	2	3,802	1,901	-2.6%	-14.6%
Eton Wick	1	1,856	1,856	-4.9%	-16.6%
Bisham & Cookham	3	5,465	1,822	-6.7%	-18.2%
Castle Without	3	5,429	1,810	-7.3%	-18.7%
Sunninghill & South Ascot	3	5,108	1,703	-12.8%	-23.5%
Hurley & Walthams	3	4,922	1,641	-15.9%	-26.3%
Eton & Castle	1	1,482	1,482	-24.1%	-33.4%
Total	57	111,250	1,952	-	

- 1.27 Five wards (Eton & Castle, Oldfield, Hurley & Walthams, Maidenhead Riverside and Sunninghill & South Ascot) exceed the 10% variance threshold from the local average. This means there is an electoral imbalance of 22% in the Royal Borough. Another five wards are close to a 10% variance (Ascot & Cheapside, Belmont, Bisham & Cookham, Castle Without and Horton & Wraysbury).

- 1.28 Oldfield ward, the largest ward with 9,910 residents, has 2,359 electors per Councillor. This is a variance of over 20% from the average. This variance is set to increase further with planned residential developments (see Table 7).
- 1.29 Oldfield is set to grow based upon already approved developments. There could be further growth subject to planning permission; in the region of an additional 2,000 new homes linked to the Maidenhead Golf Club site (in Oldfield ward) in future years. It is therefore likely that Oldfield will soon exceed the 30% imbalance threshold to trigger an automatic electoral review.
- 1.30 Table 6 compares total populations (rather than electors) per Councillor by ward. It demonstrates that Oldfield and Hurley & Walthams remain two of the most imbalanced wards in the Royal Borough.

Table 6: RBWM total population per Councillor by ward (as of 2015 data)

Ward	Cllrs	Total Population	Per Cllr	Variance from Avg in RBWM	Percentage point variance from Table 5
Oldfield	3	9,910	3,303	+27.5%	6.6
Belmont	3	8,518	2,839	+9.6%	1.3
Clewer East	2	5,658	2,829	+9.2%	6.9
Eton & Castle	1	2,817	2,817	+8.7%	32.8
Ascot & Cheapside	2	5,487	2,744	+5.9%	0.6
Clewer South	2	5,485	2,743	+5.8%	7.7
Maidenhead Riverside	3	8,222	2,741	+5.8%	4.7
Sunningdale	2	5,467	2,734	+5.5%	1.5
Boyn Hill	3	8,094	2,698	+4.1%	3.9
Park	2	5,296	2,648	+2.2%	2.5
Clewer North	3	7,921	2,640	+1.9%	0.2
Horton & Wraysbury	2	5,130	2,565	-1.0%	7.2
Bray	3	7,627	2,542	-1.9%	1.5
Old Windsor	2	5,073	2,537	-2.1%	3.7
Cox Green	3	7,540	2,513	-3.0%	2.0
Furze Platt	3	7,482	2,494	-3.8%	3.9
Pinkneys Green	3	7,471	2,490	-3.9%	2.2
Datchet	2	4,921	2,461	-5.1%	2.5
Castle Without	3	7,281	2,427	-6.3%	1.0
Sunninghill & South Ascot	3	7,076	2,359	-9.0%	3.8
Eton Wick	1	2,290	2,290	-11.6%	6.7
Bisham & Cookham	3	6,802	2,267	-12.5%	5.8
Hurley & Walthams	3	6,140	2,047	-21.0%	5.1
Total	57	147,708	2,591	-	-

Planned development

- 1.31 The Royal Borough is preparing a new Borough Local Plan (BLP) that will guide local development decisions up to 2033. The BLP has identified a strategic housing requirement for an additional 14,475 residential units to be built in the Borough during the plan period (2013-2033). This equates to 724 homes needing to be built in the local authority every year.
- 1.32 Development is to be directed primarily to locations in and around urban areas of Maidenhead (Oldfield, Maidenhead Riverside and Boyn Hill wards). The town centre in particular, will be a focus for higher density developments. Elsewhere, growth is expected to be around the areas south of Maidenhead (Bray), north of Maidenhead (Bisham & Cookham), west Windsor (Clewes North) and the south of the Borough (Ascot & Cheapside and Sunningdale).

Table 7: Expected residential development in units by ward (2013-2033)

Ward	2013-17	2017-23	2023-27	2027-33	Total
Oldfield	229	1,403	1,119	1,788	4,539
Maidenhead Riverside	418	358	387	130	1,293
Ascot & Cheapside	90	204	379	116	789
Bray	13	183	191	334	721
Clewes North	30	232	60	375	697
Sunningdale	161	196	106	0	463
Boyn Hill	109	106	92	102	409
Datchet	3	57	114	218	392
Castle Without	213	81	5	75	374
Belmont	266	52	21	0	339
Cox Green	27	2	0	300	329
Hurley & Walthams	94	94	120	0	308
Bisham & Cookham	16	146	136	0	298
Horton & Wrybury	3	80	95	0	178
Sunninghill & South Ascot	79	95	0	0	174
Furze Platt	133	9	0	0	142
Eton & Castle	41	13	0	30	84
Park	24	20	0	25	69
Pinkneys Green	53	11	0	0	64
Clewes East	24	27	0	0	51
Old Windsor	8	23	3	16	50
Eton Wick	12	4	0	0	16
Clewes South	5	2	0	0	7
Identified HELAA sites*	0	79	137	425	641
Windfalls†	0	658	556	834	2,048
Total	2,051	4,135	3,521	4,768	14,475

- * Identified HELAA site: Housing & Economic Land Availability Assessment, a site assessed as having potential to contribute towards future housing supply.
 † Windfalls: current unallocated sites that will come forward on an ad hoc basis.

- 1.33 With an additional planned 4,135 residential developments, it is clear that the Royal Borough's population will significantly expand by 2023. The electoral imbalance of wards such as Oldfield, Maidenhead Riverside and Ascot & Cheapside is going to increase.

Review

- 1.34 To respond to this, to equip ourselves for the future and to ensure the council continues providing value for money to its residents, the Royal Borough agreed in September 2016 to proactively approach the Local Government Boundary Commission with a view to having an electoral review undertaken.
- 1.35 A cross-party Working Group was established in order to oversee the review. The first stage has been undertaken on the basis of looking at our existing governance structure (section 2), our financial context (section 3) and reviewing the representational role and workloads of our Councillors (sections 4 and 5). This has contributed to a set of proposals for future governance (section 6) to serve the forecasted local population (section 7).
- 1.36 The terms of reference for the Working Group are included in Appendix 4. The membership was as follows:
- | | | |
|--------------------------------|-------------------|--------------|
| • Cllr Ross McWilliams (Chair) | Cox Green | Conservative |
| • Cllr Natasha Airey | Park | Conservative |
| • Cllr Stuart Carroll | Boyn Hill | Conservative |
| • Cllr Lilly Evans | Ascot & Cheapside | Conservative |
| • Cllr Mohammed Ilyas | Furze Platt | Conservative |
| • Cllr Lynne Jones | Old Windsor | Independent |
| • Cllr Ed Wilson | Clewer South | Conservative |
- 1.37 The Royal Borough has been developing how it delivers its services. This programme of works has resulted in a number of service areas being delivered in partnership with other local authorities, via shared services or joint venture arrangements. This strategic shift is explored in more detail in section 2.
- 1.38 In carrying out this review, the Royal Borough has also taken into consideration the role that technology will play in helping Councillors to manage workloads.

2. CURRENT GOVERNANCE

- 2.1 As explained in section 1, the Royal Borough has been operating a Leader and Cabinet (Executive) style of governance since the year 2000, in accordance with the Local Government Act.
- 2.2 Ten Members comprise the Executive decision function of the council and each is assigned their own portfolio and area of responsibility.

- 2.3 The ten Lead Members are supported by four Principal Members and seven Deputy Lead Members. Only the ten Lead Members vote at Cabinet.

Full Council

- 2.4 All fifty-seven elected Members are expected to attend Full Council meetings which typically take place seven times a year. The main role of Full Council is to determine policies that structure the way the council carries out its duties and to set the council's budget and council tax levels.
- 2.5 At its Annual Council meeting in May of each year, Full Council appoints the Mayor and deputy Mayor for the forthcoming municipal year and elects the Leader of the Council to take other constitutional decisions.
- 2.6 Full Council also provides a platform where members of the public may ask questions of specific elected Members, provided formal written notice has been lodged beforehand.
- 2.7 Likewise, Members of the council may present petitions on behalf of local residents, question Members of the Cabinet on their functions and the council's services and ask questions of the chairs of other council committees.

Executive

- 2.8 The Executive is a single party committee comprising Members from the majority party (Conservatives) and the Leader.
- 2.9 At any given time, the maximum number of Councillors who can serve on the Executive is ten. The Cabinet comprises ten Lead Members in addition to four Principal Members.

Table 8: RBWM Executive

Role	Number
Lead Members	10
Principal Members	4
Deputy Lead Members	7

- 2.10 All Members receive a basic allowance of £7,920 each year. There is a Special Responsibility Allowance for those Councillors who hold positions of office. A breakdown of the Special Responsibility Allowances per annum, as published in the Royal Borough's constitution, is included in Appendix 1.
- 2.11 Where a Councillor holds more than one position of office (e.g. both Lead Member and Deputy Lead Member), the Councillor will only be eligible to receive one allowance. The sum to be paid is the highest eligible allowance.
- 2.12 There are three Cabinet Sub Committees in existence, which are:
- Cabinet Prioritisation Sub Committee
 - Cabinet Local Authority Governors Appointments Sub Committee
 - Cabinet Regeneration Sub Committee

Overview and Scrutiny

- 2.13 In accordance with the Local Government Act 2000, the council must have at least one Overview and Scrutiny Committee. The Royal Borough currently has seven Overview and Scrutiny Panels which support various aspects of the work of the Cabinet and the council.
- 2.14 Overview and Scrutiny Panels are essential tools for monitoring and measuring performance, inputting into strategic thinking and policy development and in achieving probity of the decision making process.
- 2.15 The seven current Overview and Scrutiny Panels are:
- Adult Services and Health
 - Children's Services
 - Corporate Services
 - Crime and Disorder
 - Culture and Communities
 - Highways, Transport and Environment
 - Planning and Housing
- 2.16 The seven Panels meet in public, subject to the Access to Information Rules, to discuss and make recommendations on the development of the council's various plans and strategies, and on reports going forwards to Cabinet.
- 2.17 Overview and Scrutiny Panels normally meet bi-monthly throughout the municipal year, usually one week before Cabinet. In addition, extraordinary meetings may be called from time to time as and when appropriate.

Regulatory

- 2.18 The regulatory panels and committees that operate in the Royal Borough are:
- Berkshire Pension Fund Panel
 - Development Management Panels:
 - Borough-wide Panel
 - Maidenhead Development Management Panel
 - Windsor Rural Development Management Panel
 - Windsor Urban Development Management Panel
 - Employment Panel
 - Licensing Panel
 - Rights of Way and Highway Licensing Panel

Other Panels, Forums and Committees

- 2.19 Other panels, forums and committees that have been set up include:
- Access Advisory Forum
 - Audit and Performance Review Panel
 - Aviation Forum
 - Constitution Sub Committee
 - Corporate Parenting Forum
 - Cycle Forum
 - Flood Liaison Group
 - Grants Panel

- Local Access Forum
- Local Plans Working Group
- Maidenhead Town Forum
- Maidenhead Town Partnership Board
- One Borough Group
- Parish Conference
- Public Space Protection Order Panel
- Rural Forum
- School Improvement Forum
- Sustainability Panel
- Tourism Development Forum
- Windsor Town Forum
- Windsor UK

Joint arrangements

2.20 There are a number of panels and committees that have been formed which are run collaboratively with differing arrangements with Reading, West Berkshire, Wokingham, Slough and Bracknell Forest councils. These are:

- Berkshire Adoption Panel
- East Berkshire Joint Health Overview and Scrutiny Committee
- Health and Wellbeing Board
- Joint East Berkshire Health Overview and Scrutiny Committee with Buckinghamshire County Council
- Joint Strategic Planning Committee

Shared services

2.21 The Royal Borough has also been sharing the delivery of an increasing amount of services with other local authorities, for instance:

- Adoption Advisory Service (pan-Berkshire)
- Coroner Services (pan-Berkshire)
- Equipment Store (pan-Berkshire)
- Landfill Sites (pan-Berkshire)
- Lord Lieutenant (pan-Berkshire)
- Modern Records Archive (pan-Berkshire)
- Petroleum Licensing (pan-Berkshire)
- Public Health (pan-Berkshire)
- Sensory Consortium (pan-Berkshire)
- Winter Maintenance and Forecasting (pan-Berkshire)
- Adopt Thames Valley (with Bracknell Forest, Oxfordshire, Reading, Swindon and Wokingham)
- Health and Safety (with Reading)
- Civic Amenity Site (with Slough)
- Community Learning and Skills (with Slough)
- Waste Amenity Site (with Surrey)
- Building Control (with Wokingham)
- Building Services (with Wokingham)
- Internal Audit and Investigations (with Wokingham)
- Legal Services (with Wokingham)

Partnerships and joint ventures

- 2.22 As part of the Royal Borough's Transformation Strategy, the council has been growing the number of its partnerships and joint ventures. In September 2016, the council agreed to enter into a partnership with the London Borough of Richmond upon Thames and the Royal Borough of Kingston upon Thames to deliver its children's services through Achieving for Children, a wholly owned social enterprise company. This will go live in August 2017.
- 2.23 Similarly, in October 2016, the Royal Borough agreed to enter into a partnership with Wokingham Borough Council to deliver its adult services through Optalis, a local authority trading company. This went live in April 2017. These partnerships mean that during 2017-18, an estimated £129.7m, 47% of the council's gross budget, will flow through shared service arrangements. 48% of the directly employed workforce will be employed in partnership companies.
- 2.24 The council operates a wholly-owned property company, RBWM Property Company Ltd, which aims to develop and manage a portfolio of properties for rent to people living and working in the Royal Borough.
- 2.25 In addition, the Royal Borough operates a wholly-owned commercial services company, RBWM Commercial Services Ltd, which administers the council's contracts for waste services, in particular food and green waste.
- 2.26 Legacy Leisure operates the Royal Borough's leisure centre portfolio on behalf of Parkwood Leisure. The 10+10 year contract with Parkwood began in 2015.
- 2.27 The council has joint venture partners to support the delivery of regeneration projects. Housing developer Countryside was appointed in May 2017 to develop four council-owned sites in Maidenhead. The sites have the potential to deliver around 1,200 homes alongside new shops, restaurants and offices. The joint venture partner for the development of the Maidenhead Golf Club site, which is due to deliver in the region of 2,000 new homes, is to be confirmed.
- 2.28 The Royal Borough has also been committed to the principle of devolving powers and services to interested Parish Councils, where this is practicable.
- 2.29 As evidenced in the paragraphs above, there has been a gradual strategic shift in how the Royal Borough delivers its services. The council is now operating through more partnerships, shared arrangements and joint ventures.
- 2.30 To reflect this shift in delivery model, the council's Corporate Strategy is currently being reviewed with the intention of submitting a refreshed document for consideration by Full Council in July 2017.
- 2.31 The refreshed document will embed these changes to the council's operating model. An updated Corporate Strategy is appropriate at this point to refocus the council's aspirations and create the best opportunity for ongoing ownership of these aspirations, oversight of their delivery and related decision-making in relation to the prioritisation of resources.

3. FINANCIAL CONTEXT

- 3.1 Over the last seven years, the Royal Borough has been able to implement reductions in council tax. This has been possible through securing various efficiencies. See Table 9 for efficiencies identified over the last three years.

Table 9: Efficiencies

2015-16	2016-17	2017-18
£5,000,000	£5,726,000	£5,945,000

- 3.2 The council's budget expects to achieve savings totalling £14.4m during 2017-18 to 2019-20. This will be achieved through building on the transformation programme, continuing to deliver services differently and capitalising on economic growth opportunities across the Borough, in housing or business.
- 3.3 It is clear the Royal Borough has a healthy economic future and the budget represents the commitment to invest wisely to further grow the economy for the benefit of local residents.
- 3.4 The Medium Term Financial Plan sets out the continuing financial challenges that the Royal Borough will face over the next four years; it also shows the commitment to the building of much needed new homes.
- 3.5 Whilst few authorities receive less financial support per capita than the Royal Borough, it remains, nevertheless, an important source of funding. In 2015-16, grants from Revenue Support, Business Rate Support, New Homes Bonus and Council Tax Reward totalled £27.9m.
- 3.6 As the Government continues its response to the national fiscal deficit, the council has seen income from these grants fall to £24.5m in 2016-17, a reduction of 12.2%. By 2019-20, these grants will fall to £14m, a 49.8% reduction over the four year settlement period. However, the Royal Borough will manage these reductions, moving forward, through building on the transformation programme, continuing to deliver services differently and capitalising on the opportunities for economic growth. The council will build its local tax base by building the homes that residents want and need locally.
- 3.7 In regards to the costs of democracy, the annual budget of the Royal Borough's Democratic Services function is £1,400,000. After extracting officer costs and grants to voluntary organisations, the cost of Members Expenses is £846,000. The majority (£754,000) of the total £846,000, is for the Councillors Basic and Special Responsibility Allowances, plus National Insurance. The remainder (£92,000) covers costs such as travel, training, conferences, printing, room hire, refreshments, postage, mobile phones, software and subscriptions. The average annual cost per Councillor is therefore £14,842 based on the current number of fifty-seven Councillors and all the different roles they fulfil.
- 3.8 Implementing the proposed changes recommended within this review (a reduction in the number of elected Councillors and a reduction in the number of formal council panels and committees) will therefore likely generate efficiencies

of between £150,000 and £200,000. The total efficiency will be subject to the final committee and panel frequency and their respective memberships.

4. REPRESENTATIONAL ROLES AND WORKLOADS

- 4.1 The role of Royal Borough Councillors is varied and it is for each elected Member to decide how to organise their work. Councillors not only have responsibilities to the council as a whole, but also to their respective wards.
- 4.2 Councillors engage with their ward residents in a range of ways, including via email, leaflet drops, telephone calls, face-to-face discussions and social media. A significant number also attend Parish or Town Council meetings.
- 4.3 The council appoints Councillors to outside bodies. At the current time, the Royal Borough appoints to 82 outside bodies. These bodies include the Royal Berkshire Fire Authority, local housing associations and South East Employers.
- 4.4 As part of the council's partnership arrangements with Achieving for Children and Optalis (to deliver children's and adult services respectively), a selection of Councillors are also required to attend quarterly board meetings of these local authority owned entities.
- 4.5 These representational roles add to a Councillor's workload. This is explored further in section 5. The council's membership of outside bodies (from 2019 onwards) will be reviewed at a later date.

5. MEMBERS SURVEY

- 5.1 As part of the Royal Borough's consideration of its submission on council size, a survey of Members was conducted regarding time spent in their role as Councillors on formal council business, partnerships and outside bodies, and time spent in their representational role in, and on behalf of, their communities.
- 5.2 The survey contained 14 questions. 53 (93%) of 57 Members responded. They were asked specific questions in relation to their employment, council roles, ward workloads and the average number of hours per week they spent:
 - Preparing for, attending and travelling to and from formal council meetings, partner organisations or outside bodies to which Members have been appointed to by the council.
 - Preparing for and fulfilling positions with a Special Responsibility Allowance.
 - Undertaking ward activities, e.g. local surgeries, writing a blog, using social media to communicate and going door-to-door to speak with residents.
 - Carrying out Parish or Town Councillor duties.
 - Engaging with other areas of work in their capacity as a Councillor.

Results

- 5.3 49% of the Royal Borough's Councillors are either employed full time or self employed. 30% listed themselves as retired and 15% are employed part time.
- 5.4 42% of respondents confirmed that they spend between 5-10 hours per week preparing for formal council, partner organisation or outside body meetings; 46% spend a further 5-10 hours per week attending them. 71% spend between 1-5 hours per week travelling to and from these meetings.
- 5.5 When asked if this meeting workload had an impact, 73% said it did not affect their ability to undertake ward related work and 79% said it had not affected their ability to complete training linked their role as a Councillor.
- 5.6 35% of respondents were also a Parish or Town Councillor with 56% of these spending up to 10 hours per week on Parish or Town Council activities. 28% claimed they spent more than 21 hours per week on these activities.
- 5.7 With regards to ward activities, the majority (71%) stated that they spent fewer than 5 hours per week on average holding local surgeries, writing blogs or going door-to-door. 24% spend more than 5 hours per week using social media, the telephone or responding to emails to communicate with residents.
- 5.8 51% undertake other areas of work in their capacity as Councillors. These areas included school governor roles, outside body appointments, mayoral positions, housing association representation and national health campaign involvement. Workloads varied, but the majority added 5-10 hours per week.
- 5.9 In summary, it can be estimated that the average Royal Borough Councillor currently spends around 20 hours per week dealing with council related business. This is in addition to their day-to-day employment.
- 5.10 The detailed answers to all 14 questions are set out in Appendix 2. They will be submitted to the Local Government Boundary Commission as part of this stage of the review.

6. FUTURE GOVERNANCE

- 6.1 As part of the review, the Working Group has considered the Royal Borough's future governance arrangements. At present, the council operates with 44 formal committees and panels. The Working Group is proposing to streamline these to 32 revised committees and panels.
- 6.2 The streamlining will be achieved through the merging of panels, the redirection of agenda items to other appropriate committees, or by the transformation of existing panels into needs-led sub-committees or task groups of other existing panels; these proposals are shown in Appendix 3.
- 6.3 In terms of meeting quantity, the proposed streamlining would represent a reduction in actual meetings of approximately 25%. This has been determined

using 2016-17 meeting data, which indicates the retained 32 committees and panels met 176 times during the year, while the others met 60 times.

- 6.4 The proposed reduction in actual meetings of 25% is consistent with the recommended reduction in the number of elected Councillors (also 25%). This suggests the workload of the remaining 43 Councillors from 2019 onwards would not significantly increase from the workloads identified in section 5.
- 6.5 There will be a new set of five Overview and Scrutiny Panels from 2019-20 onwards, rather than the existing seven. The five are listed below:
- Adult Services and Health
 - Children's Services
 - Corporate Services
 - Communities
 - Infrastructure
- 6.6 The new Communities Overview and Scrutiny Panel will be formed from the merger of the existing Culture and Communities and Crime and Disorder Overview and Scrutiny Panels. It will also include the Environment aspect from the Highways, Transport and Environment Overview and Scrutiny Panel.
- 6.7 The Infrastructure Overview and Scrutiny Panel will be formed from the merger of the Planning and Housing and the Highways and Transport Overview and Scrutiny Panels. It is proposed the Corporate Services Overview and Scrutiny Panel will also include the existing Audit and Performance Review Panel.
- 6.8 The proposed changes to Overview and Scrutiny Panels will therefore not result in any loss of oversight or scrutiny across the council.
- 6.9 Other proposed changes include merging the existing Windsor Rural and Windsor Urban Development Management Panels into one, forming a new 'Development Management Panel - South'. The Maidenhead Development Management Panel could be renamed 'North' accordingly.
- 6.10 There is a proposal to redirect some agenda items. For example, items currently being discussed at the Rights of Way and Highway Licensing Panel would be redirected to the Licensing Panel or respective Development Management Panels (North or South) as appropriate.
- 6.11 Other panels will become needs-led subgroups of committees. These include the School Improvement Forum, which would become a sub-committee of the Children's Services Overview and Scrutiny Panel, reporting when required.
- 6.12 These proposals would see the removal of six positions currently in receipt of a Special Responsibility Allowance, see Appendix 1.
- 6.13 The new membership of revised panels will be agreed at a later date and do not form part of this submission to the LGBCE. Similarly, the number of Councillors within the Executive, Scrutiny and Regulatory functions will be

agreed by the Leader of the Council in post at the time of the changes, in accordance with the adopted constitution.

7. ELECTORATE FORECASTS

- 7.1 The Royal Borough's electoral arrangements were last reviewed in 2001 and resulted in a number of changes to ward boundaries and a reduction of one Councillor. These changes took effect at the 2003 local elections.
- 7.2 As discussed in section 1, the local population has since grown by over 10,000 people to 147,708 (2015). The ONS are projecting the Royal Borough's population to increase by 6% to 156,570 by 2023. This will increase the local electorate from the current 111,250 to a predicted 117,925; see Table 10.

Table 10: Population projections by ward

Ward	Total Population (2015)	Projected Population +6% (2023)	Total Electors (2017)	Projected Electors +6% (2023)
Oldfield	9,910	10,505	7,078	7,503
Belmont	8,518	9,029	6,344	6,725
Maidenhead Riverside	8,222	8,715	6,472	6,860
Boyn Hill	8,094	8,580	5,870	6,222
Clewer North	7,921	8,396	5,980	6,339
Bray	7,627	8,085	5,834	6,184
Cox Green	7,540	7,992	5,799	6,147
Furze Platt	7,482	7,931	5,861	6,213
Pinkneys Green	7,471	7,919	5,758	6,103
Castle Without	7,281	7,718	5,429	5,755
Sunninghill & South Ascot	7,076	7,501	5,108	5,414
Bisham & Cookham	6,802	7,210	5,465	5,793
Hurley & Walthams	6,140	6,508	4,922	5,217
Clewer East	5,658	5,998	3,994	4,234
Ascot & Cheapside	5,487	5,816	4,109	4,356
Clewer South	5,485	5,814	3,828	4,058
Sunningdale	5,467	5,795	4,059	4,302
Park	5,296	5,614	4,086	4,331
Horton & Wraysbury	5,130	5,438	4,146	4,395
Old Windsor	5,073	5,377	3,968	4,206
Datchet	4,921	5,216	3,802	4,030
Eton & Castle	2,817	2,986	1,482	1,571
Eton Wick	2,290	2,427	1,856	1,967
Total	147,708	156,570	111,250	117,925

- 7.3 As demonstrated within Table 7, there are also a number of planned residential developments due to commence between 2017 and 2023 across all twenty-three Royal Borough wards. This will produce an estimated 4,135 new homes.
- 7.4 There is no agreed formula for determining how many new residents these additional developments would bring; population and dwellings do not bear a constant relationship. For the purpose of this review, the ratio being used is 2.3 persons per household; this is the national average across England and the Royal Borough is in line with this.
- 7.5 ONS data (2016) suggests the average percentage for population to electors across England is 70%. The Royal Borough achieves a higher than average level of registration at 75%. This figure is applied in Table 11 to determine the likely number of Royal Borough electors in 2023 (combining the ONS projections with planned residential development).

Table 11: Projected electorate for 2023

Ward	ONS estimated electors (2023)	Planned new residential units by 2023	Estimated additional population (units x 2.3)	Projected additional electorate (75%)	Combined electorate estimates
Oldfield	7,503	1,403	3,227	2,420	9,923
Maidenhead Riverside	6,860	358	823	618	7,478
Belmont	6,725	52	120	90	6,815
Clewer North	6,339	232	534	400	6,739
Bray	6,184	183	421	316	6,500
Boyn Hill	6,222	106	244	183	6,405
Furze Platt	6,213	9	21	16	6,229
Cox Green	6,147	2	5	3	6,150
Pinkneys Green	6,103	11	25	19	6,122
Bisham & Cookham	5,793	146	336	252	6,045
Castle Without	5,755	81	186	140	5,895
Sunninghill & South Ascot	5,414	95	218	164	5,578
Hurley & Walthams	5,217	94	216	162	5,379
Ascot & Cheapside	4,356	204	469	352	4,708
Sunningdale	4,302	196	451	338	4,640
Horton & Wraysbury	4,395	80	184	138	4,533
Park	4,331	20	46	34	4,365
Clewer East	4,234	27	62	47	4,281
Old Windsor	4,206	23	53	40	4,246
Datchet	4,030	57	131	98	4,128
Clewer South	4,058	2	5	3	4,061
Eton Wick	1,967	4	9	7	1,974
Eton & Castle	1,571	13	30	22	1,593
<i>Identified HELAA sites*</i>	<i>0</i>	<i>79</i>	<i>182</i>	<i>136</i>	<i>136</i>
<i>Windfalls†</i>	<i>0</i>	<i>658</i>	<i>1,513</i>	<i>1,135</i>	<i>1,135</i>
Total	117,925	4,135	9,511	7,133	125,058

* Identified HELAA site: Housing & Economic Land Availability Assessment, a site assessed as having potential to contribute towards future housing supply.

† Windfalls: current unallocated sites that will come forward on an ad hoc basis.

- 7.6 Table 11 indicates that the projected electorate for 2023 (factoring in ONS projections and the planned residential developments) will be 125,058. The proposal for 43 Councillors would therefore result in a new elector to Councillor ratio of 2,908. This would bring the Royal Borough in line with its statistical neighbours (2,907 average).
- 7.7 Although the proposed ratio of 2,908 has been derived by looking at the needs of the council to ensure effective decision making, scrutiny and representation, the Working Group have also considered how this ratio compares to three reference comparisons. The new West Berkshire figure (2,868), the national average for all unitary authorities (2,900) and the average of statistical neighbours (2,907). The 2,908 figure is consistent with these reference points and the Working Group considers them a helpful cross check to their proposals.
- 7.8 The Royal Borough has relatively unique features which impact on its electorate size and levels of registration, these include the high turnover associated with Windsor being a garrison town that has two regiments based at the barracks and their associated military housing estates. Offsetting this is the demographic profile outlined in section 1, which shows relatively high household income and relatively high socio-economic population.

Table 12: Projected electorate growth for 2023 by ward

Ward	Current electorate (2017)	Projected electorate (2023)	Projected electorate growth
Oldfield	7,078	9,923	40.2%
Maidenhead Riverside	6,472	7,478	15.5%
Ascot & Cheapside	4,109	4,708	14.6%
Sunningdale	4,059	4,640	14.3%
Clewer North	5,980	6,739	12.7%
Bray	5,834	6,500	11.4%
Bisham & Cookham	5,465	6,045	10.6%
Horton & Wraysbury	4,146	4,533	9.3%
Hurley & Walthams	4,922	5,379	9.3%
Sunninghill & South Ascot	5,108	5,578	9.2%
Boyn Hill	5,870	6,405	9.1%
Castle Without	5,429	5,895	8.6%
Datchet	3,802	4,128	8.6%
Eton & Castle	1,482	1,593	7.5%
Belmont	6,344	6,815	7.4%
Clewer East	3,994	4,281	7.2%
Old Windsor	3,968	4,246	7.0%
Park	4,086	4,365	6.8%
Eton Wick	1,856	1,974	6.4%
Pinkneys Green	5,758	6,122	6.3%
Furze Platt	5,861	6,229	6.3%
Clewer South	3,828	4,061	6.1%
Cox Green	5,799	6,150	6.1%

8. CONCLUSION

- 8.1 Since the last electoral review in 2001 was undertaken, the Royal Borough's population has increased by over 10,000 people. This has contributed to a 22% electoral imbalance across the local authority as a whole (as of June 2017).
- 8.2 By 2023, the ONS are projecting a further 6% increase in the Royal Borough's population. This is higher than both the national and regional average. When planned residential developments (up to 4,135 new homes) are factored into these projections, already imbalanced wards, such as Oldfield and Maidenhead Riverside, are set to experience significant growth.
- 8.3 An electoral review was therefore expedited. As part of stage one, the cross-party Working Group conducted an assessment of the roles and responsibilities of Royal Borough's elected Members. It concluded that a 25% reduction to 43 Councillors (from 2019 onwards) would secure an effective local government.
- 8.4 The assessment included a review of the council's current formal panels and committees. The Working Group recommends these be streamlined from 44 to 32. This reduction would limit any impact on Councillor workloads, as identified from the Members Survey. The proposed changes also reflect the council's strategic shift and would not result in any loss of oversight or scrutiny.
- 8.5 A council size of 43 Councillors would align the Royal Borough with its statistical neighbours. At present, the council is in the fourth national quartile for its elector to Councillor ratio. The proposal for a ratio of 2,908 electors to Councillors is far more consistent with unitary authorities across England.
- 8.6 As demonstrated in section 2, there has been a strategic shift in how the Royal Borough delivers its services. There are now more joint ventures, partnerships and shared services. These have supported the council's continued efforts to achieve operating efficiencies and the changes to date have not included a review of democratic systems and processes. This review has addressed this further area and the proposals would assist with achieving financial targets.
- 8.7 The key risks identified are linked to the continued imbalance of existing wards. This would exacerbate inequality of access to ward Councillors by virtue of where you live in the Borough. There is a risk of the council becoming less effective and less convenient for residents, and of efficiencies achieved in other areas of the council's operation not being mirrored in its democratic system. The revised council size will help mitigate these risks.
- 8.8 The number of Councillors that the Working Group therefore recommends to Full Council to propose to the Local Government Boundary Commission is 43, with effect from May 2019. This would be reflected in the new electoral register, to be published with effect from December 2018, but subject to stage two of the electoral review process which will consider revised warding patterns.

APPENDICES

Appendix 1 - Special Responsibility Allowances

As set out in the council's constitution (last revised May 2017):

Position	Allowance £ p.a.
Leader of the Council	23,949
Deputy Leader of the Council	13,171
Deputy Chairman of Cabinet	13,171
Cabinet Members and Principal Members (maximum of 4 Principal Members)	11,975
Deputy Lead Members (maximum of 9)	2,395
Chairmen of the Development Management Panels (maximum of 3)	5,987
Chairmen of the Licensing Panel (maximum of 1)	5,987
Chairmen of the Overview and Scrutiny Panels (maximum of 7)	5,987
Chairmen of the Audit and Performance Review Panel	4,790
Chairmen of the Berkshire Pension Fund Panel	4,790
Chairmen of the Rights of Way and Highway Licensing Panel	2,395
Chairmen of the Sustainability Panel	2,395
Members of the Licensing Panel Sub-Committee and Appeals Panel	£30 (meetings up to a maximum of 3 hours in length); £60 (meetings over 3 hours in length)
Leader of the main Opposition Group*	4,790
Leader of minority Opposition Groups (minimum of 5 Members)	1,197

* Where there are two or more Opposition Groups of equal size, the allowance to be divided equally among the Opposition Group Leaders.

RBWM Electoral Review - Members Survey

Q1 Please enter your full name:

Answered: 53 Skipped: 0

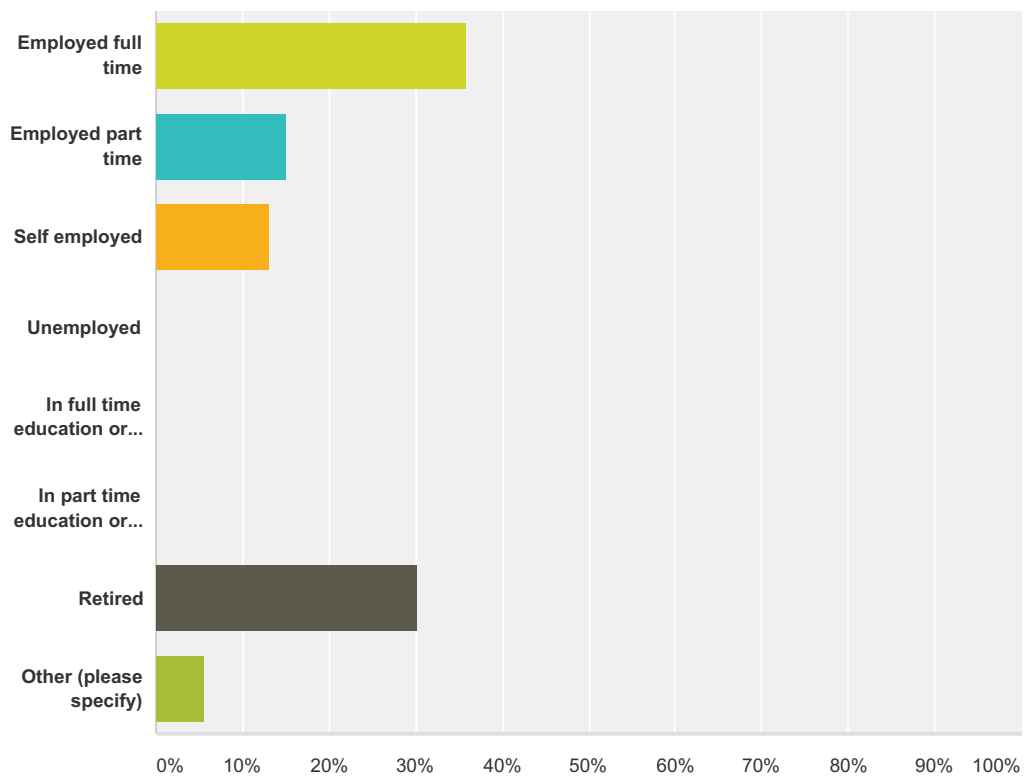
#	Responses	Date
1	ClIr Derek Wilson	
2	Clive Bullock	
3	ClIr Asghar Majeed	
4	John Lenton	
5	Judith Diment	
6	Marius Gilmore	
7	ClIr Shelim	
8	Mrs. Sayonara June Luxton	
9	ClIr Hashim Bhatti	
10	Derek sharp	
11	ClIr Christine Bateson	
12	Claire Elizabeth Stretton	
13	Nicola Pryer	
14	Hari Dev sharma	
15	ClIr Malcolm Vernon Beer	
16	Michael Airey	
17	Stuart Carroll	
18	ClIr Walters	
19	Marion Joyce Mills	
20	ClIr Phillip Bicknell	
21	David Hilton	
22	ClIr Maureen Hunt	
23	Malcolm Alexander	
24	Carwyn Cox	
25	Paul Brimacombe	
26	Lisa Targowska	
27	Lynne Jones	
28	Simon Werner	
29	MOHAMMED ILYAS	
30	Julian Edward Sharpe	
31	Eileen Frances Quick	
32	David Evans	
33	John Bowden	
34	Gerard Clark	
35	Richard James Kellaway	
36	Samantha Rayner	
37	Jesse Grey	
38	ClIr Ed Wilson	

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39	Ross McWilliams	
40	Natasha Airey	
41	Dr Lilly Evans	
42	Philip Love	
43	Geoffrey Hill	
44	David Maldwyn Coppinger	
45	Michael-John Saunders	
46	Adam Smith	
47	Wisdom Methodious Da Costa	
48	Jack Michael Rankin	
49	Charles Cameron Lloyd Hollingsworth	
50	Colin Martin Rayner	
51	Simon Dudley	
52	John Story	
53	Lynda Yong	

Q2 About you: are you?

Answered: 53 Skipped: 0

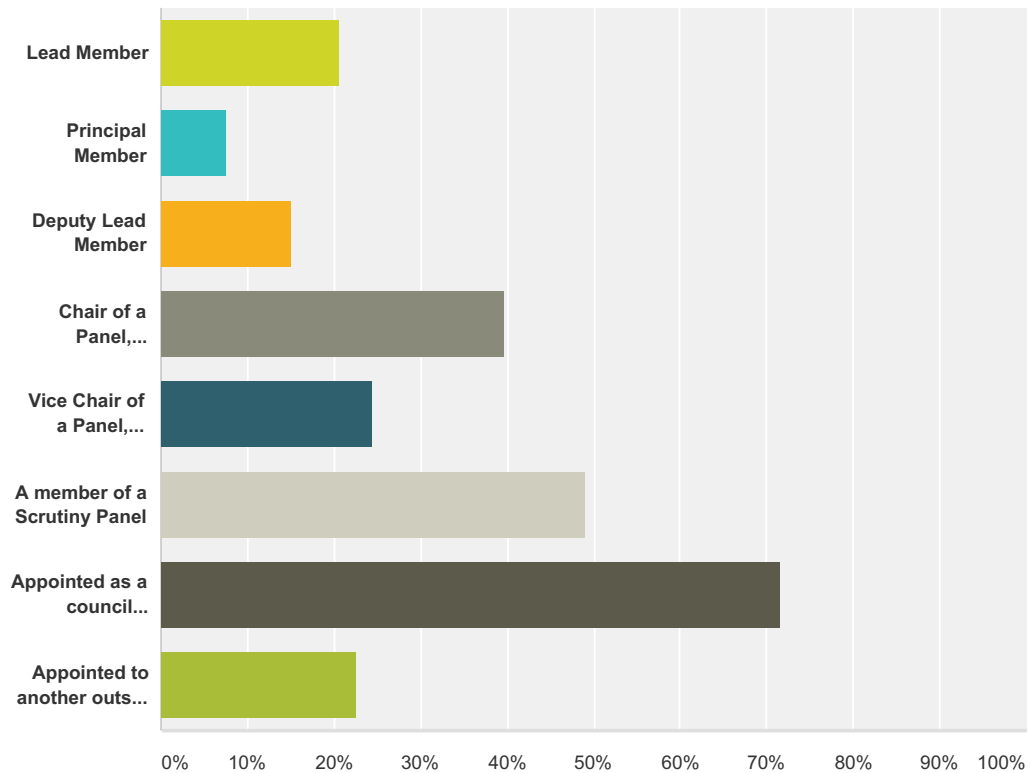


Answer Choices	Responses
Employed full time	35.85% 19
Employed part time	15.09% 8
Self employed	13.21% 7
Unemployed	0.00% 0
In full time education or training	0.00% 0
In part time education or training	0.00% 0
Retired	30.19% 16
Other (please specify)	5.66% 3
Total	53

#	Other (please specify)	Date
1	Do the Borough Council work full time	5/31/2017 9:25 AM
2	Contracted flexible hours	5/24/2017 3:46 PM
3	I am employed by a number of buisness and self Employed	5/23/2017 6:07 AM

Q3 What best describes your role(s) on the council? Please tick all that apply.

Answered: 53 Skipped: 0

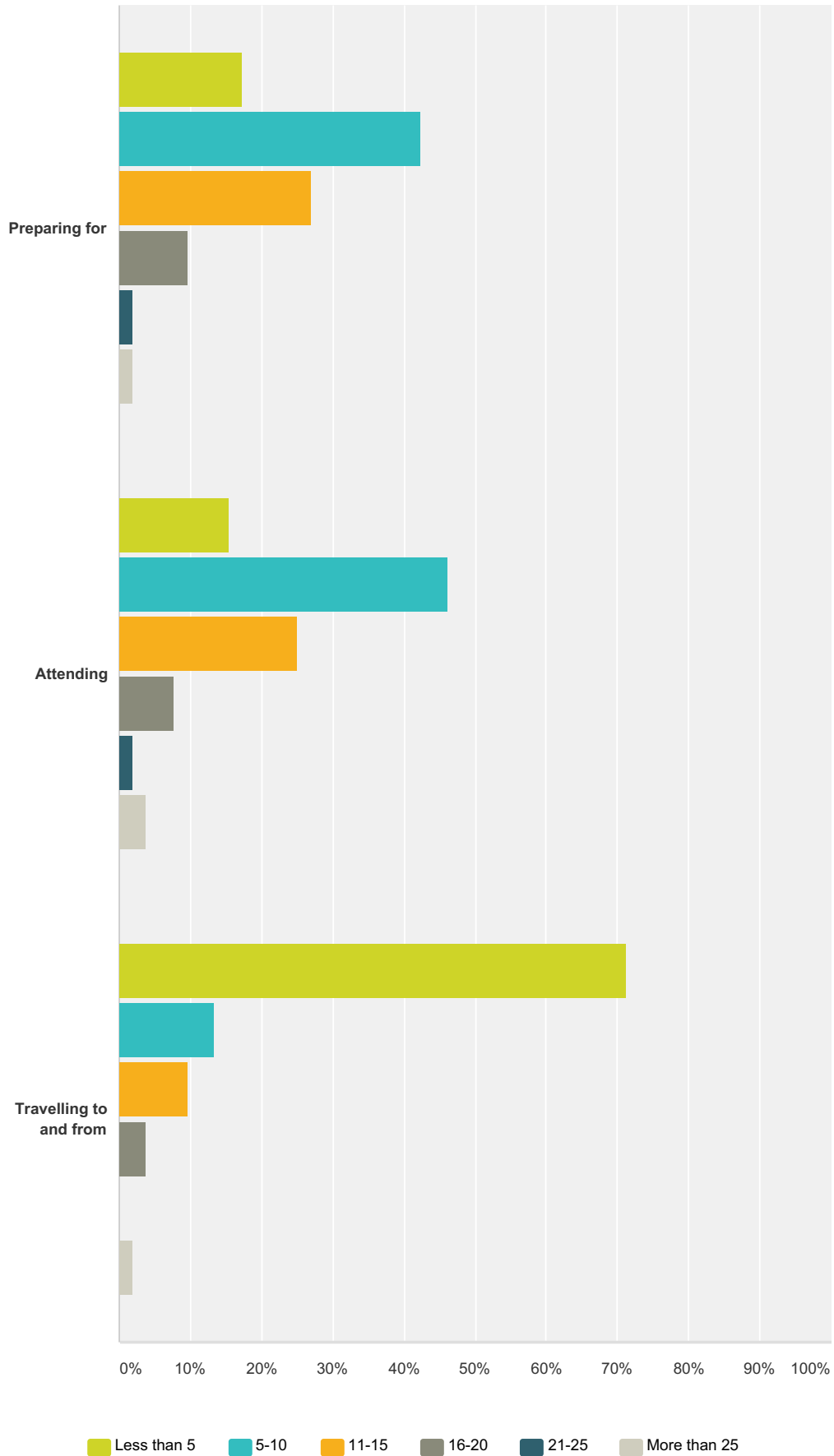


Answer Choices	Responses	
Lead Member	20.75%	11
Principal Member	7.55%	4
Deputy Lead Member	15.09%	8
Chair of a Panel, Committee or Forum	39.62%	21
Vice Chair of a Panel, Committee or Forum	24.53%	13
A member of a Scrutiny Panel	49.06%	26
Appointed as a council representative to an outside body	71.70%	38
Appointed to another outside body but not as a council representative or by RBWM	22.64%	12
Total Respondents: 53		

Q4 On average, how many hours per week do you spend doing the following activities for formal council meetings and partner organisations or outside bodies to which you have been appointed by the council?

Answered: 52 Skipped: 1

RBWM Electoral Review - Members Survey



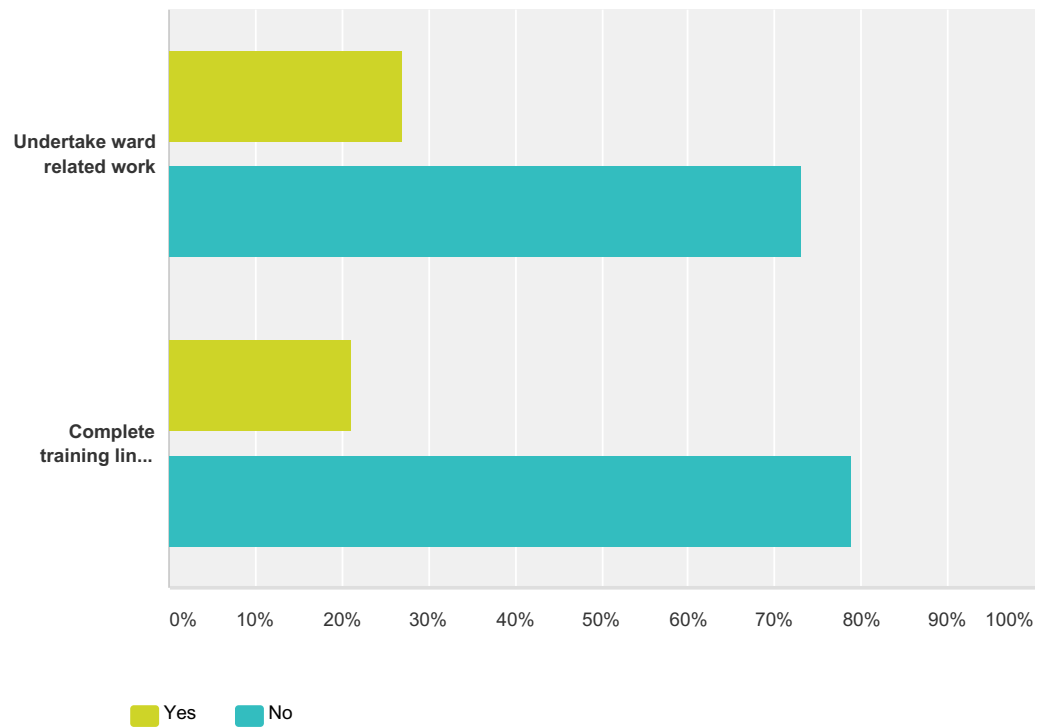
	Less than 5	5-10	11-15	16-20	21-25	More than 25	Total
Preparing for	17.31% 9	42.31% 22	26.92% 14	9.62% 5	1.92% 1	1.92% 1	52

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Attending	15.38% 8	46.15% 24	25.00% 13	7.69% 4	1.92% 1	3.85% 2	52
Travelling to and from	71.15% 37	13.46% 7	9.62% 5	3.85% 2	0.00% 0	1.92% 1	52

Q5 Does the time you spend in connection with these meetings impact on your ability to:

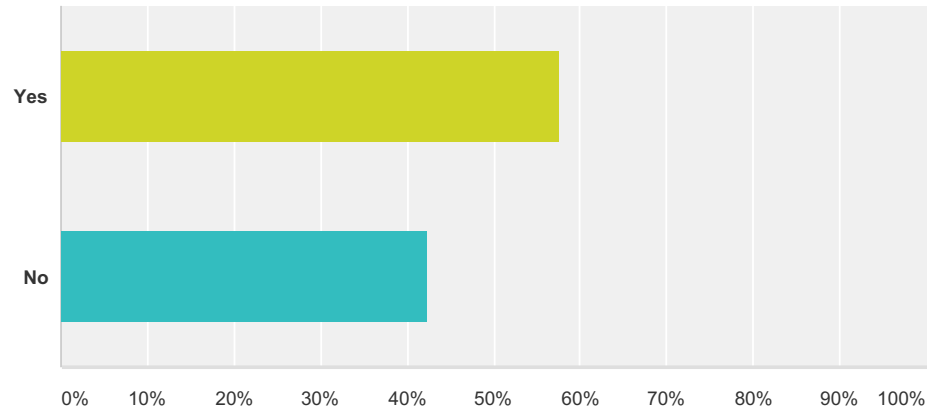
Answered: 52 Skipped: 1



	Yes	No	Total
Undertake ward related work	26.92% 14	73.08% 38	52
Complete training linked to your role as a Councillor	21.15% 11	78.85% 41	52

Q6 Do you hold a position with a Special Responsibility Allowance (SRA)?

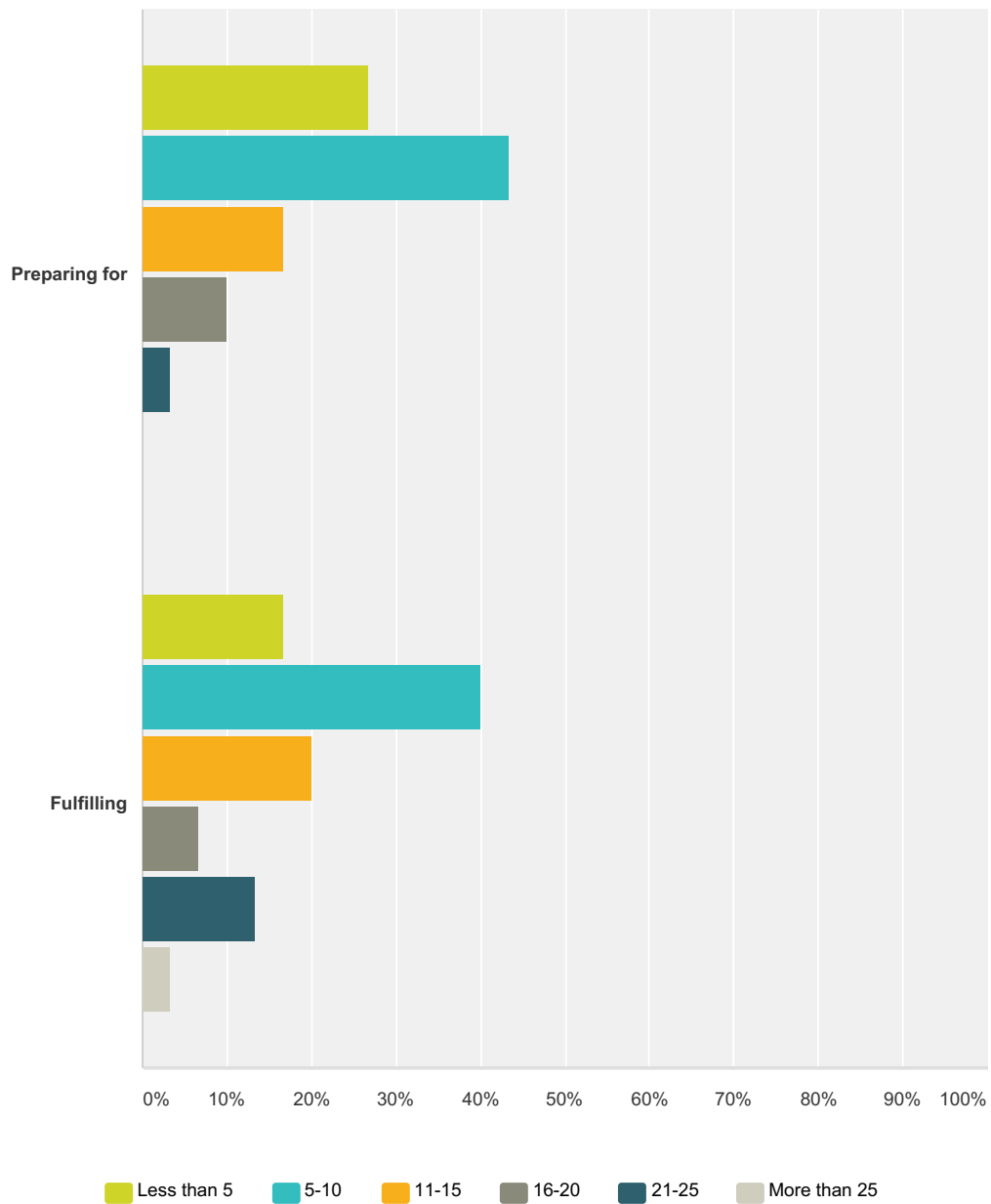
Answered: 52 Skipped: 1



Answer Choices	Responses	
Yes	57.69%	30
No	42.31%	22
Total		52

Q7 On average, how many hours per week do you spend doing the following activities for your SRA position?

Answered: 30 Skipped: 23

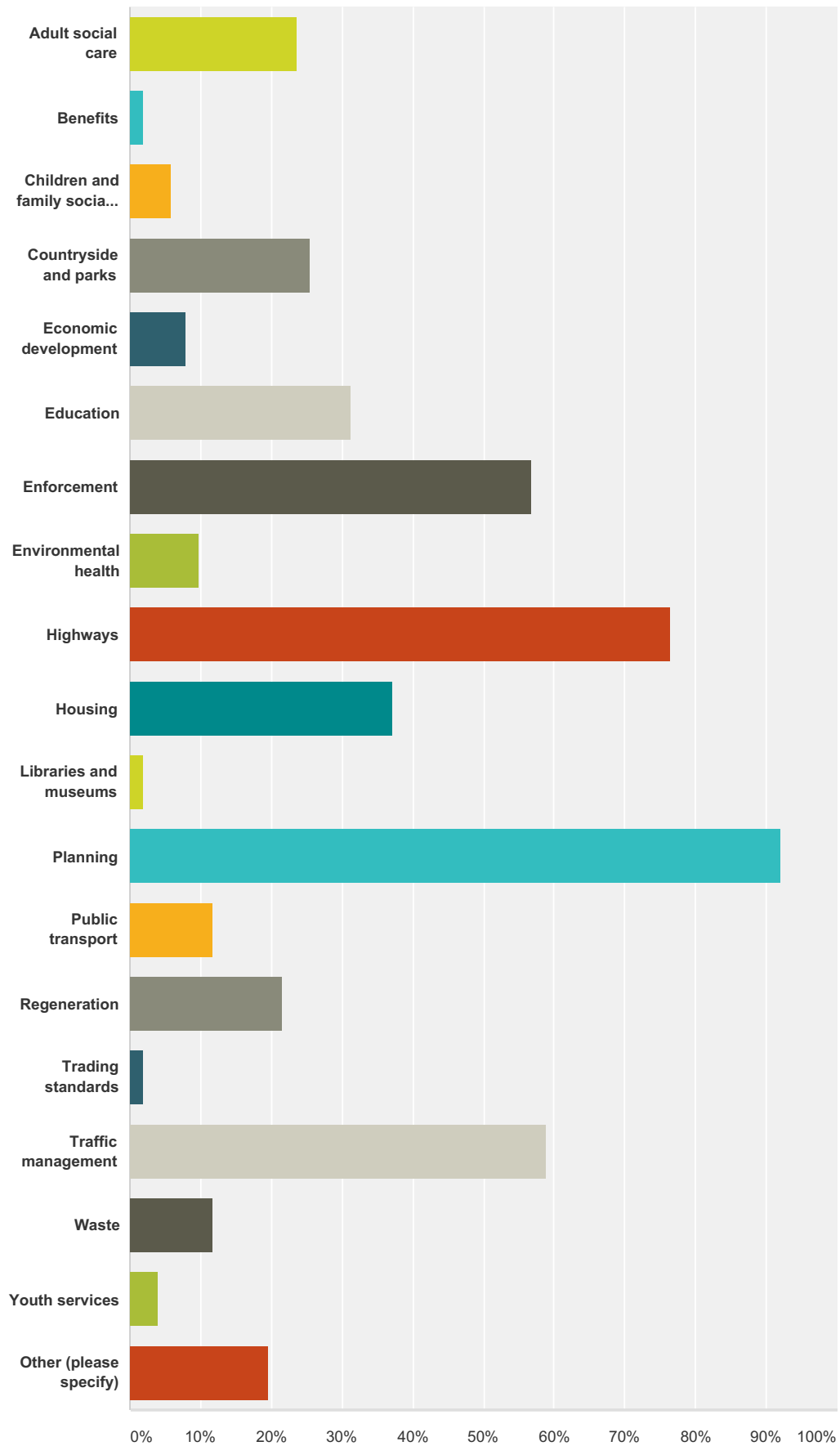


	Less than 5	5-10	11-15	16-20	21-25	More than 25	Total
Preparing for	26.67% 8	43.33% 13	16.67% 5	10.00% 3	3.33% 1	0.00% 0	30
Fulfilling	16.67% 5	40.00% 12	20.00% 6	6.67% 2	13.33% 4	3.33% 1	30

Q8 What are the top five issues (in terms of time spent) that make up your ward workload? Please select five.

Answered: 51 Skipped: 2

RBWM Electoral Review - Members Survey



Answer Choices	Responses	
Adult social care	23.53%	12
Benefits	1.96%	1

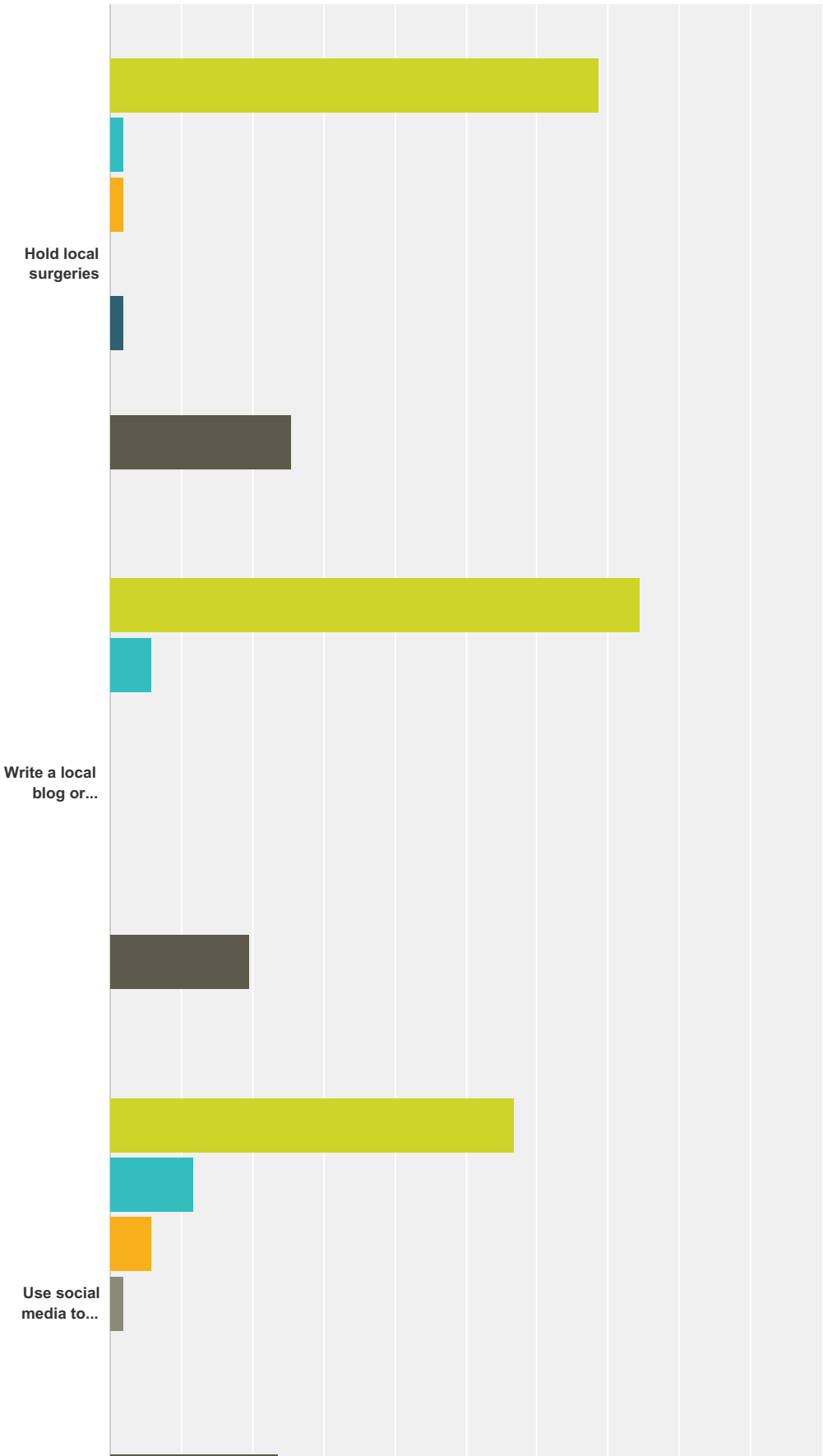
RBWM Electoral Review - Members Survey

Children and family social care	5.88%	3
Countryside and parks	25.49%	13
Economic development	7.84%	4
Education	31.37%	16
Enforcement	56.86%	29
Environmental health	9.80%	5
Highways	76.47%	39
Housing	37.25%	19
Libraries and museums	1.96%	1
Planning	92.16%	47
Public transport	11.76%	6
Regeneration	21.57%	11
Trading standards	1.96%	1
Traffic management	58.82%	30
Waste	11.76%	6
Youth services	3.92%	2
Other (please specify)	19.61%	10
Total Respondents: 51		

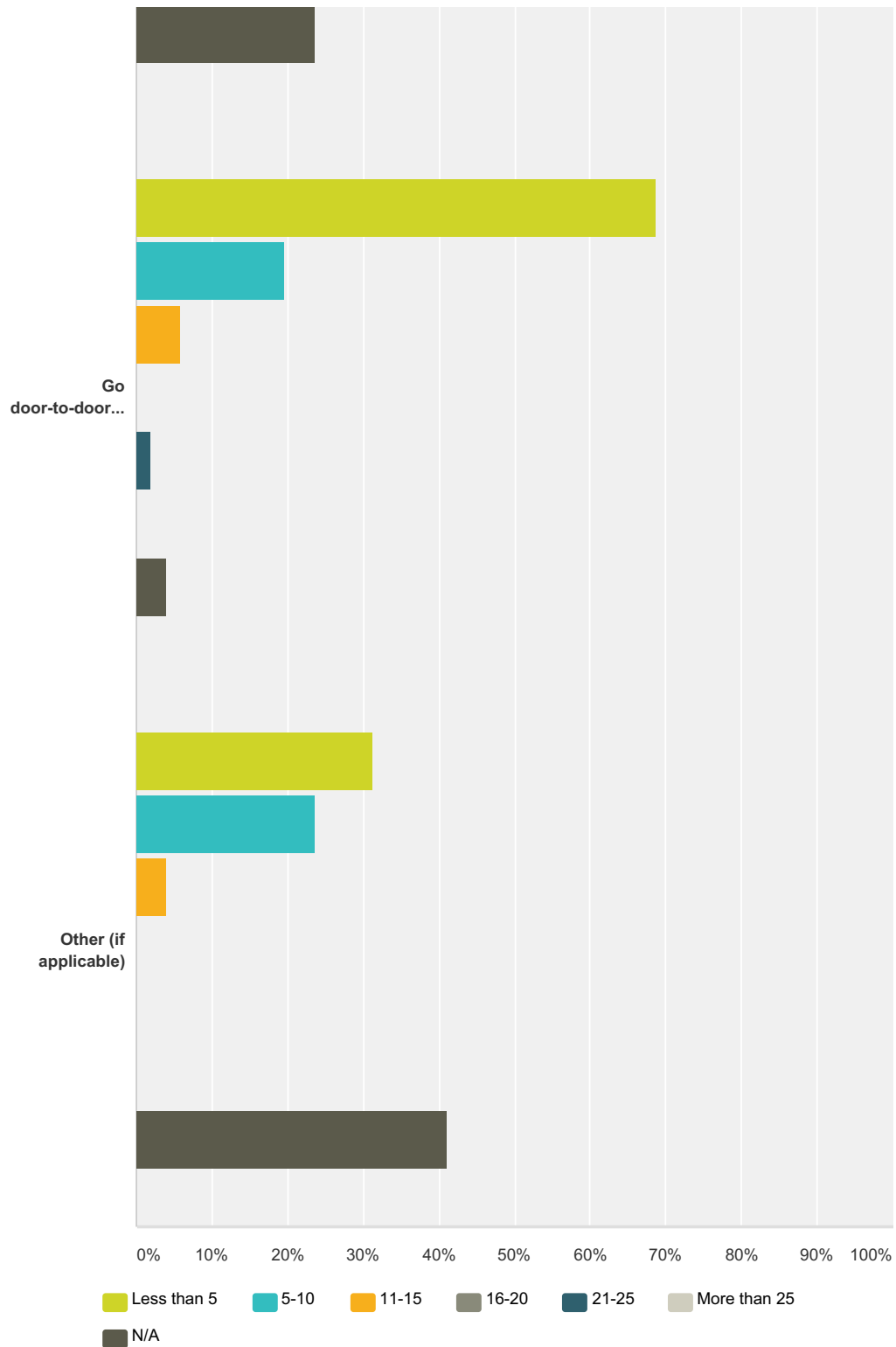
#	Other (please specify)	Date
1	Parking,	5/30/2017 1:09 PM
2	Business rates, town centre issues	5/30/2017 11:50 AM
3	# Flooding & drainage	5/28/2017 5:30 AM
4	Anti social behaviour	5/27/2017 2:57 PM
5	Parking	5/26/2017 4:52 AM
6	Trying to influence proposed changes to ensure that as development comes forward for the area it is cohesive and the facilities that new development will bring are provided by through the planning process.	5/25/2017 2:27 AM
7	Parking	5/24/2017 10:02 PM
8	Aviation	5/24/2017 4:54 AM
9	Health services	5/23/2017 8:28 AM
10	Parking	5/23/2017 6:20 AM

Q9 On average, how many hours per week do you spend doing the following activities as a ward Member?

Answered: 51 Skipped: 2



RBWM Electoral Review - Members Survey



	Less than 5	5-10	11-15	16-20	21-25	More than 25	N/A	Total
Hold local surgeries	68.63% 35	1.96% 1	1.96% 1	0.00% 0	1.96% 1	0.00% 0	25.49% 13	51
Write a local blog or newsletters	74.51% 38	5.88% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	19.61% 10	51
Use social media to communicate with residents	56.86% 29	11.76% 6	5.88% 3	1.96% 1	0.00% 0	0.00% 0	23.53% 12	51
Go door-to-door to speak with residents	68.63% 35	19.61% 10	5.88% 3	0.00% 0	1.96% 1	0.00% 0	3.92% 2	51

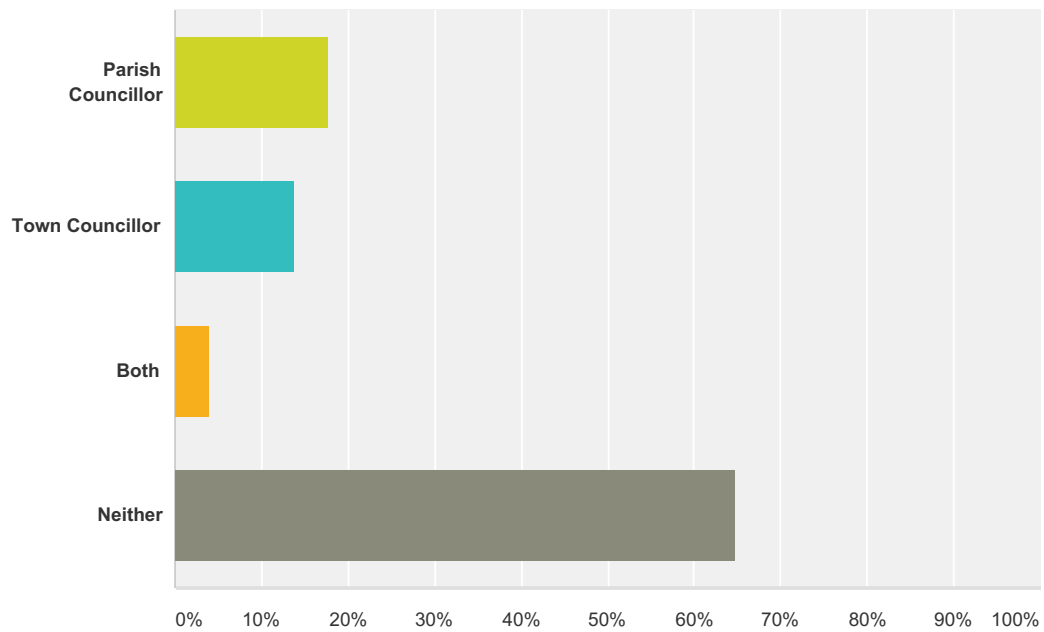
RBWM Electoral Review - Members Survey

Other (if applicable)	31.37% 16	23.53% 12	3.92% 2	0.00% 0	0.00% 0	0.00% 0	41.18% 21	51
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#	If you have selected other, please specify the activity:	Date
1	Press releases/photocalls/radio interviews	5/31/2017 9:25 AM
2	More at election time!	5/30/2017 1:09 PM
3	Leaflet drops to residents and canvassing	5/30/2017 7:51 AM
4	Communicate and resolve issues via email or telephone	5/29/2017 4:11 PM
5	Letters to the local newspapers, one to one contact with residents relating to Council services and planning matters	5/28/2017 5:30 AM
6	email	5/25/2017 4:40 PM
7	face to face meetings with residents	5/25/2017 3:31 AM
8	I am involved with the landowner consortium on the rejuvenation of Ascot and local interest groups managing a path to the acceptance of the BLP	5/25/2017 2:27 AM
9	site visits	5/25/2017 12:43 AM
10	Respond to questions and requests for action from ward residents. This varies in intensity over time as needs emerge and recede.	5/24/2017 11:10 PM
11	Liaising with Parish Chairman. Telephone calls from Residents	5/24/2017 3:51 PM
12	meeting residents as a result of their approach to me	5/24/2017 6:58 AM
13	Attending Parish council meetings	5/24/2017 5:06 AM
14	Email Communication with residents	5/24/2017 3:53 AM
15	Emails, phone calls and meetings	5/23/2017 2:48 PM
16	Phone calls, follow up and meetings with officers on ward issues.	5/23/2017 9:10 AM
17	email	5/23/2017 8:17 AM
18	Communicating and problem solving	5/23/2017 7:36 AM
19	Facetoface and email discussions with ward Residents	5/23/2017 7:11 AM
20	E-mail correspondence	5/23/2017 6:31 AM
21	Attend meetings with local residents' groups	5/23/2017 6:29 AM
22	responding to phone calls/emails/meeting residents	5/23/2017 6:08 AM
23	Support vulnerable residents with special needs	5/23/2017 5:51 AM

Q10 Are you also a Parish or Town Councillor?

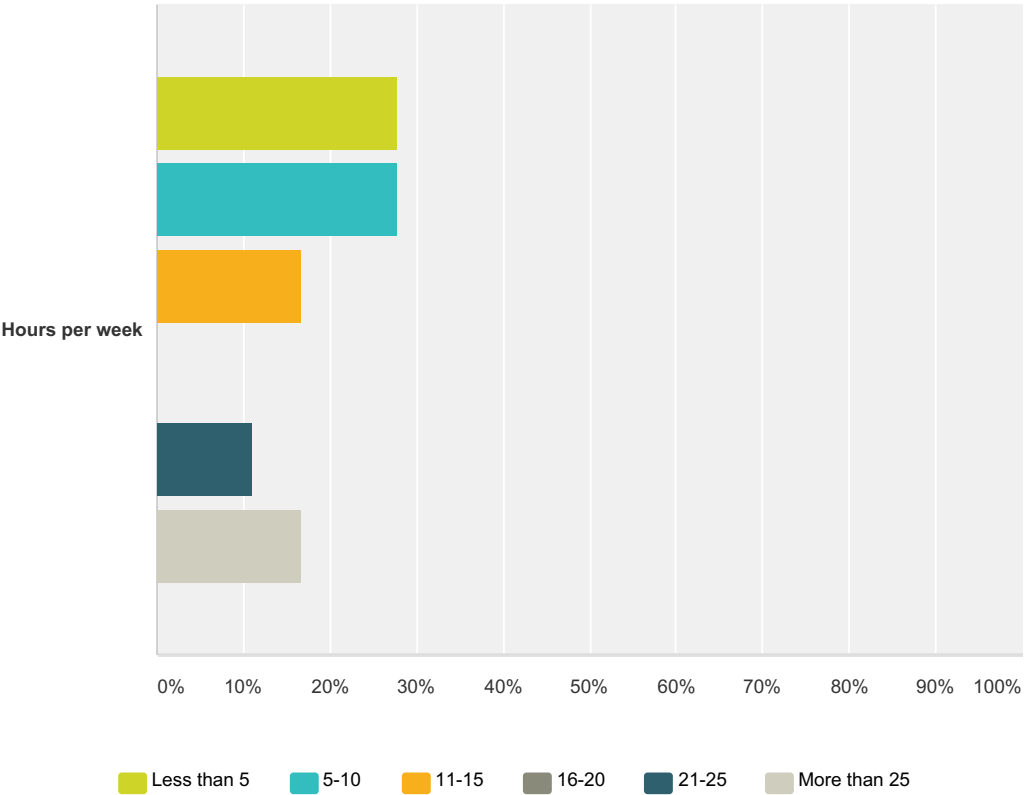
Answered: 51 Skipped: 2



Answer Choices	Responses	
Parish Councillor	17.65%	9
Town Councillor	13.73%	7
Both	3.92%	2
Neither	64.71%	33
Total		51

Q11 On average, how many hours per week do you spend in your role as a Parish or Town Councillor?

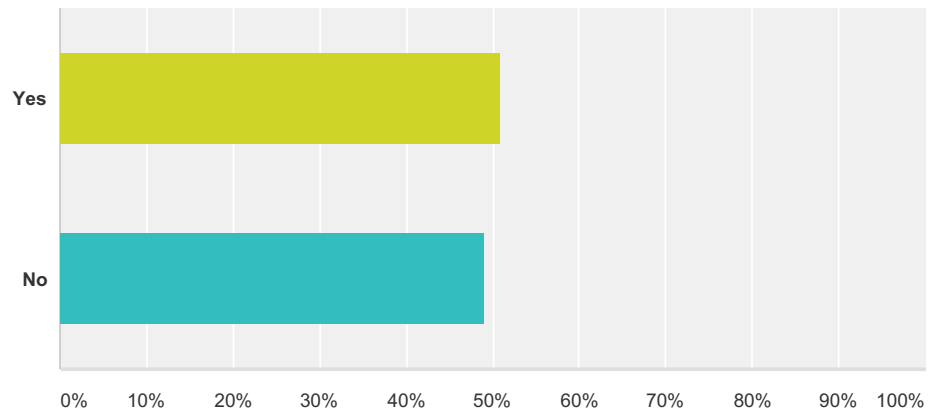
Answered: 18 Skipped: 35



	Less than 5	5-10	11-15	16-20	21-25	More than 25	Total
Hours per week	27.78% 5	27.78% 5	16.67% 3	0.00% 0	11.11% 2	16.67% 3	18

Q12 Are there other areas of work you undertake in your capacity as a Councillor?

Answered: 51 Skipped: 2



Answer Choices	Responses	
Yes	50.98%	26
No	49.02%	25
Total		51

Q13 Please provide details, including school governors role and if council appointment or non-council appointment and the type of school (e.g. Nursery, First, Middle, Junior, Secondary, Upper, Maintained, Academy, Free or Independent). Please also indicate how many hours per week you spend on these areas.

Answered: 26 Skipped: 27

#	Responses	Date
1	Desborough College School Governor (Secondary) 10hours	5/31/2017 9:25 AM
2	Charles Davis Trust, SACRE	5/31/2017 2:53 AM
3	As Mayor I visit many schools	5/30/2017 1:52 PM
4	LGA Board, Youth Committee, 2 hrs	5/30/2017 12:53 PM
5	Fire authority, Sunninghill Parochial trust, day centre trustee, Charters Secondary Governor. 11-15 hours.	5/30/2017 1:20 AM
6	Dealing with dissatisfaction of residents with a variety of issues relating to the Local Plan. Presently 5-10 hours per week.	5/29/2017 9:58 PM
7	N/A	5/28/2017 5:30 AM
8	Work with the local CCG on health integration and active involvement in the Brighter Berkshire campaign.	5/26/2017 4:53 AM
9	I am the Councils representative on the Heathrow Community Noise Forum and attend 20 plus meetings a year at Heathrow and also read and make submissions on all aviation consultations, this is a significant task.	5/25/2017 2:30 AM
10	three parish councils per month - 6 hours planning and enforcement issues visiting residents sites - 2 hours Sub licencing committees daytime 1 hour Parking issues - 1 hour	5/25/2017 12:51 AM
11	As a regular attendee of Eton Town Council and Eton Community Association. Also my involvement with both the Royal Borough Fire Authority and Windsor and Eton Town Partnership.	5/25/2017 12:36 AM
12	15 hours as the only opposition councillor in Maidenhead - representing residents across the Borough who are unhappy with the majority group's policies	5/24/2017 2:16 PM
13	Deputy mayor of the RBWM	5/24/2017 6:58 AM
14	Aviation	5/24/2017 4:55 AM
15	Other roles as Cllr- outside bodies - Windsor Festival- 5 hours x 4 a year and attending festival events - 20 hours a year	5/23/2017 2:50 PM
16	Flood Risk - 25/30	5/23/2017 2:04 PM
17	Representative on Housing Solutions	5/23/2017 9:18 AM
18	School governor, primary, non-council - 4 hours per week	5/23/2017 9:13 AM
19	Trustee of local school, Trustee of local leisure centre, Trustee of local Relate, Trustee local CAB Public Governor of ASPHT	5/23/2017 8:31 AM
20	Chair Governors First 4 Non	5/23/2017 7:37 AM
21	Governor Academy Secondary Interim Executive Board Member Junior School	5/23/2017 7:13 AM
22	Governor in two primaries; attend Friends of Deerswood panel; RMRE devlpt monitoring panel; Aviation Forum. All circa quarterly. I have already counted these hours	5/23/2017 6:33 AM
23	LEP representative, speaking at chambers of commerce type events. In fundraising committees of a couple of ward based projects	5/23/2017 6:24 AM
24	Board member Family Friends 7Hrs. Mgt. Committee Youth and Community Centre 5Hrs. Berkshire Adoption Panel 5Hrs.	5/23/2017 6:23 AM
25	2 hours	5/23/2017 6:10 AM

RBWM Electoral Review - Members Survey

26	Council appointment to Radian and To help support a project to provide furniture and household products to residents who have nothing	5/23/2017 5:55 AM
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Q14 Are there any further comments you'd like to make?

Answered: 21 Skipped: 32

#	Responses	Date
1	No	5/31/2017 9:25 AM
2	As Mayor and Chairman of the Berkshire Pension Fund I am very fully occupied. The role of Mayor is technically not really a SRA position	5/30/2017 1:54 PM
3	I find the councillor role hugely fulfilling and rewarding but it does take up a substantial amount of time and anyone holding a full time job with outside bodies must be organised and disciplined. Also some of the outside bodies don't really need representatives.	5/30/2017 7:54 AM
4	It all depends how much work you want to do to help residents. I am passionate about politics to make difference in society or opening door of opportunities for residents. It is difficult to count how many hours you spend to do your job as a Councillor.	5/29/2017 10:40 AM
5	As a minority opposition Cllr I take a very active role in several O&S Panels as well as Planning and Infrastructure. I chair the very active Local Authorities Aircraft Noise Council (of 20 Councils around Heathrow) (unremunerated) which meets 8 times p.a. to address all Heathrow related environmental issues and consultations, and until dislodged last year was the deputy rep who always RBWM's sole rep at the Heathrow Airport Consultative Committee for 17 years. It is a fact of life that although minority opposition Cllrs are often extremely busy covering a far wider range of involvement than majority party Cllrs receiving SRAs for minor roles, that commitment is not recognised. (Continued) The Question re Parish & Town Councils appears confused as these are ALTERNATIVE OPTIONS for the titles of the grass roots tier of local councils- the only real difference is that PCs have a Chairman and TCs have a Mayor to fulfill that duty. It is possible but very unusual that a Cllr living in one area would also be a Cllr of another even if he/she met the criteria of living within 3 miles of its boundary. IT IS OF CONCERN THAT THIS SURVEY APPEARS TO HAVE NO PROVISION FOR THE CONTRIBUTOR TO TAKE A COPY OR PRINT THEIR SUBMISSION.	5/28/2017 5:57 AM
6	Conversing with local residents during the week on various topics of interest to them.	5/26/2017 1:14 AM
7	Some weeks are much busier than others both with meetings and emails. It is difficult to provide accurate figures. The size of reports varies as well and the time it takes to read them and make notes also varies widely.	5/25/2017 4:43 PM
8	I really enjoy being a councillor - but we must make sure we are ALL contributing for the good of residents.	5/25/2017 3:33 AM
9	I treat being a Councillor as a job of work and commit whatever time is needed. I don't count but given evening meetings, the need to read papers at weekends I am active for 37 hours a week.	5/25/2017 2:32 AM
10	This survey does not take into account the hours spent speaking with residents on the phone and following up their issues with the council officers. It does not take into account the huge area of the Ward - the largest in the Borough and the fact that we have 17 villages and 3 Parish Councils with 1 Parish Meeting and all need to be kept in touch with. It does not take into account that due to the flood zoning and the green belt there are so many residents issues that have to be addressed.	5/25/2017 12:57 AM
11	Over the four year term intensity of involvement may change. Answers given are for this coming municipal year, whereas in 2015/ 2016 as a Principal Member and chair of a panel, activity for RBWM was very high.	5/24/2017 11:14 PM
12	Hours worked per week vary greatly dependent on meeting scheduling and major issues	5/24/2017 3:53 PM
13	When major changes or developments are planned the time of many tasks escalates	5/24/2017 6:59 AM
14	Having 3 Parish Councils increases meetings, agendas	5/24/2017 5:06 AM
15	Workload is significant so I'm lucky to be retired so that I can fulfil my roles. Whilst money is not the driver to becoming a Councillor, the remuneration is poor.	5/24/2017 3:57 AM
16	No	5/23/2017 2:05 PM
17	No	5/23/2017 7:37 AM
18	Council meetings cut my working day short: I would normally work to 7pm, sometimes in London. Reducing the Cllr count would be madness. Our marginal cost is extremely low and residents get our expertise at a bargain price. If you let the average workload rise, it will deter full-time working people like me. If my ward goes from three to two, I will not stand again.	5/23/2017 6:36 AM
19	I have only been a councillor for 2 weeks so my pattern of activity has not settled down yet	5/23/2017 6:30 AM
20	no	5/23/2017 6:10 AM
21	I am Leader of the Council	5/23/2017 6:05 AM

Appendix 3 - Proposed Council Meetings (2019 onwards)					
Number	Category	Meeting	Key role/function of the meeting	Amount of Meetings in 2016-17	Working Group Proposals
1	Executive	Cabinet	To undertake Executive decisions.	13	To be retained.
2	Executive	Cabinet Prioritisation Sub Committee	To undertake Executive decisions as delegated under terms of reference.	2	To be retained.
3	Executive	Cabinet Local Authority Governors Appointment Sub Committee	To undertake Executive decisions as delegated under terms of reference.	6	To be retained.
4	Executive	Cabinet Regeneration Sub Committee	To undertake Executive decisions as delegated under terms of reference.	7	To be retained.
5	Scrutiny	Adult Services and Health Overview & Scrutiny Panel	To scrutinise decisions of the Executive in the relevant service area.	6	To be retained.
6	Scrutiny	Children's Services Overview & Scrutiny Panel	To scrutinise decisions of the Executive in the relevant service area.	8	To be retained.
7	Scrutiny	Corporate Services Overview & Scrutiny Panel	To scrutinise decisions of the Executive in the relevant service area.	10	To include the Audit and Performance Review Panel.
8	Scrutiny	Communities Overview & Scrutiny Panel	To scrutinise decisions of the Executive in the relevant service area.	6	Formed from the merger of Culture and Communities and Crime and Disorder Overview & Scrutiny Panels. To also include the Environment aspect from the Highways, Transport and Environment Overview & Scrutiny Panel.
9	Scrutiny	Infrastructure Overview & Scrutiny Panel	To scrutinise decisions of the Executive in the relevant service area.	6	Formed from the merger of the Planning and Housing Overview & Scrutiny Panel and the Highways and Transport aspects of the Highways, Transport and Environment Overview & Scrutiny Panel.
10	Other Mandatory	Corporate Parenting Forum	The forum receives reports from professionals delivering services to children in care and care leavers to ensure that they receive the corporate parenting they need to reach their full potential. The Corporate Parenting Forum acts as the forum through which elected members exercise their corporate parenting responsibilities.	6	To be retained.
11	Other Mandatory	Health and Wellbeing Board	To implement the national and local requirements on Health and Wellbeing Boards to improve the life outcomes, health and wellbeing of residents in the Borough.	5	This is not a committee of the council, but is a requirement of the Health and Social Care Act 2012 and is part-funded by the Royal Borough.
12	Other Mandatory	Local Access Forum	The Countryside and Rights of Way Act 2000 requires local highway authorities to establish Local Access Forums to advise the authorities about improvement of public access to land in their area for open-air recreation.	2	To be retained.
13	Other Mandatory	Local Safeguarding Children's Board	Multi-agency forum for agreeing how local child protection services are coordinated and monitored in the area. It is everyone's responsibility to keep children safe from abuse and neglect.	4	This is not a committee of the council, but is a requirement of the Children Act 2004 and is part-funded by the Royal Borough.
14	Other Mandatory	Safeguarding Adults Board	The main objective of the Board is to assure itself that local safeguarding arrangements are in place and that partners act to help and protect vulnerable adults in the local area.	4	This is not a committee of the council, but is a requirement of the Care Act 2014 and is part-funded by the Royal Borough.
15	Other Mandatory	Standing Advisory Council on Religious Education (SACRE)	To provide advice to the authority on all aspects of its provision of Religious Education in its schools.	3	This is not a committee of the council, but is a requirement of the Education Act 1996 and is part-funded by the Royal Borough.
16	Regulatory	Berkshire Pension Fund Panel	To consider and make recommendations to the Berkshire Pension Fund Panel on investment and actuarial issues relating to the Fund.	7	To be retained.
17	Regulatory	Employment Panel	To determine overall human resources policies and arrangements for all staff employed by the council	12	To be retained.

18	Regulatory	Licensing Panel	To consider matters relating to the Statement of Licensing Policy, the Statement of Gambling Policy, the Hackney Carriage Policy and Conditions, the Private Hire Driver and Vehicle Policy and Condition, the Street Trading Policy.	4	To include Highways Licensing aspect of Rights of Way and Highway Licensing Panel.
19	Regulatory	Development Management Panel - North	To determine planning applications, TPOs, enforcement matters in the relevant area	13	Renamed. Used to be Maidenhead Development Management Panel. To include Rights of Way items.
20	Regulatory	Development Management Panel - South	To determine planning applications, TPOs, enforcement matters in the relevant area	13	Renamed. Formed from the merger of the Windsor Rural and Urban Development Management Panels. To include Rights of Way items.
21	Regulatory	Development Management Panel - Borough-wide	To determine planning applications that affect communities wider than the three area panels.	0	To be retained. Panel will be called upon if required.
22	Discretionary	Aviation Forum	To provide community leadership to local communities within the Borough by representing local views at national and regional government levels on the economic, social and environmental impacts/concerns arising from activities associated with aviation, particularly those related to Heathrow Airport.	4	To be retained for now. The Working Group considered this Forum and concluded it should be re-evaluated at a later date.
23	Discretionary	Constitution Sub Committee	To make recommendations to Council for changes to the Constitution for purposes of good governance and better performance of statutory duties	2	To be retained.
24	Discretionary	Flood Liaison Group	To provide a forum for discussing local issues relating to flooding and flood defence management. Also to discuss matters related to the Environmental Agency and Thames Water.	4	To be retained for now to support the delivery of the Lower Thames Scheme. It will then become a needs-led sub-committee of the Infrastructure Overview & Scrutiny Panel. There will be an option to co-opt relevant membership to reflect local specifics.
25	Discretionary	Grants Panel	To consider applications for Grant funding to voluntary organisations, with a view to formulating recommendations to Cabinet.	6	To be retained.
26	Discretionary	Local Plans Working Group	To evaluate options and make recommendations for consideration by Cabinet (or Council as required) on the consultation, drafting, examination, putting to referendum or adoption of the Borough Local Plan, area action plans, Neighbourhood Development Plans and other plans or policy documents for which the Council is responsible or on which the Council is formally consulted.	4	To be retained until the submission of the Borough Local Plan. The Group will then become a subgroup of the Infrastructure Overview & Scrutiny Panel.
27	Discretionary	Maidenhead Town Forum	These Area Forums will provide a means whereby the Council can consult with local communities and, potentially, devolve some decision-making.	3	To be retained.
28	Discretionary	Maidenhead Town Partnership Board	To serve as a forum to co-ordinate activities and projects which will benefit the users of the town and enhance its vitality and attractiveness and to report to Cabinet with recommendations; and secondly, to oversee the work of the Town Manager, agreeing programmes of work and priorities with the post-holder	4	To be retained.
29	Discretionary	Parish Conference	This conference acts a liaison between the Royal Borough and Parish Councils.	3	To remain and support effective joint working between the Royal Borough and Parish Councils.
30	Discretionary	Tourism Development Forum	Within the remit of the Council to consider all matters relating to visitor management in the Borough including all aspects of the Visitor Management Strategy, visitor information services, publicity and liaison with other bodies involved in visitor management and to make appropriate recommendations to the Council.	4	To remain, but with a reduced number of Councillor representatives. It currently has 6. It is proposed to reduce this down to 2.

31	Discretionary	Windsor, Eton and Ascot Town Partnership Board (due to be superseded by Windsor UK)	Windsor UK seeks to provide an opportunity to work collaboratively with retailers, local businesses and the community to work towards a shared vision that will enhance the quality of the environment, strengthen the retail and office accommodation offer, generate thriving town centres in order to maximise visitor footfall, increase spending and ultimately offer customer choice and satisfaction.	2	To be retained.
32	Discretionary	Windsor Town Forum	These Area Forums will provide a means whereby the Council can consult with local communities and, potentially, devolve some decision-making	3	To be retained.
MEETINGS TO BE RETAINED - SUBTOTAL				176	
33	Scrutiny	Crime and Disorder Overview & Scrutiny Panel	To scrutinise decisions of the Executive in the relevant service area.	6	To merge with the Culture and Communities Overview & Scrutiny Panel.
34	Scrutiny	Culture and Communities Overview & Scrutiny Panel	To scrutinise decisions of the Executive in the relevant service area.		To merge with the Crime & Disorder Overview & Scrutiny Panel
35	Scrutiny	Highways Transport and Environment Overview & Scrutiny Panel	To scrutinise decisions of the Executive in the relevant service area.	6	To merge with the Planning & Housing Overview & Scrutiny Panel. Environment to become part of the new Communities Overview & Scrutiny Panel.
36	Scrutiny	Planning and Housing Overview & Scrutiny Panel	To scrutinise decisions of the Executive in the relevant service area.		To merge with the Highways, Transport and Environment Overview & Scrutiny Panel.
37	Other Mandatory	Audit Performance and Review Panel	To consider matters relating to Internal and External Audit, the regulatory framework, the council's accounts and performance review.	8	Proposed to become part of the Corporate Services Overview & Scrutiny Panel.
38	Regulatory	Windsor Rural Development Management Panel	To determine planning applications, TPOs, enforcement matters in the relevant area	13	Merged with Windsor Urban Development Management Panel and renamed.
39	Regulatory	Windsor Urban Development Management Panel	To determine planning applications, TPOs, enforcement matters in the relevant area		Merged with Windsor Rural Development Management Panel and renamed.
40	Regulatory	Rights of Way and Highway Licensing Panel	To consider proposed diversions or changes to rights of way and matters relating to highway licensing.	4	Rights of Way items to report to respective Development Management Panels (North or South) and Highway Licensing items to report to Licensing Panel.
41	Discretionary	Access Advisory Forum	To consider matters affecting disabled people in the Borough and make recommendations to the Cabinet or Panels as necessary	4	Items requiring discussion will report to appropriate panels, e.g. Overview & Scrutiny, Development Panels, respective Town Forums or Parish Councils.
42	Discretionary	Cycle Forum	To advocate and promote ideas relating to how cycling may be made more attractive and accessible to residents, visitors, employees and businesses within the Borough.	4	Items requiring discussion will report to appropriate panels, e.g. Overview & Scrutiny, Development Panels, respective Town Forums or Parish Councils.
43	Discretionary	One Borough Group	To provide a platform for all the Borough's communities to highlight local community issues that could be addressed collectively. The Group is also the Local Community Covenant Partnership within the Windsor and Maidenhead area for approving applications for the Armed Forces (MOD) Community Covenant Grant and overseeing the progress of Royal Borough's Armed Forces Covenant.	4	To become an outside body with one Member representative. The Royal Borough will continue to host and facilitate the Group.
44	Discretionary	Public Space Protection Order Panel	To meet as and when required to discuss issues relating to public space protection.	0	To become a subgroup, as and when required, of the Licensing Panel.
45	Discretionary	Rural Forum	The forum is a platform to discuss issues relevant to our rural areas and to make recommendations to the appropriate Panel or Forum.	3	Items requiring discussion will report to appropriate panels, e.g. Overview & Scrutiny, Development Panels, respective Town Forums or Parish Councils.

46	Discretionary	School Improvement Forum	To celebrate the success of our schools and support points for action identified in inspections carried out by independent teams under contract to OFSTED and to keep Members regularly informed with regard to the quality of education provided by schools in the Royal Borough which have had additional support from the Authority.	2	To become a sub-committee and report, as and when required, to the Children's Services Overview & Scrutiny Panel.
47	Discretionary	Sustainability Panel	To advise and report to Lead Members on sustainability issues, including: delivery across RBWM, Borough Local Plan, alternative fuels, learning for sustainability, waste and recycling, energy, water and transportation.	6	Items requiring discussion will report to Cabinet or relevant Overview & Scrutiny Panels.
MEETINGS TO BE REMOVED - SUBTOTAL				60	

Key	Proposal
Green	To be retained
Red	To be removed

Proposal	Amount of Meetings Total
Retained	176 (75%)
Removed	60 (25%)

A selection of Councillors are also required to attend quarterly board meetings with both Achieving for Children and Optalis. As these are not classified as formal council meetings, they have not been included within the above calculations.

Appendix 4
Royal Borough of Windsor and Maidenhead
Electoral Review Working Group

Terms of Reference - May 2017

www.rbwm.gov.uk



1. BACKGROUND

- 1.1 Members agreed at a meeting of Full Council in September 2016 to approach the Local Government Boundary Commission for England (LGBCE) and request that an electoral review of the council be undertaken with a view to altering the number of elected councillors.
- 1.2 In November 2016, the Royal Borough received confirmation from the LGBCE that an electoral review of the council would be undertaken. To assist, it was agreed that a working group would be established.
- 1.3 In February 2017 the LGBCE formally briefed Members of the Council on the process of the electoral review, and the Working Group representative nominations were sought from the two Group Leaders.

2. OBJECTIVES

- 2.1 The objectives of the Electoral Review Working Group are to:
 - Ensure full Member involvement in and support to the electoral review process.
 - Consider options on future council size and the number of elected councillors, taking into account governance arrangements, scrutiny and regulatory functions and the representational role of councillors.
 - Provide support in the provision of information required by the LGBCE.
 - Support the conducting of a survey of Members' views to inform the electoral review.
 - Formulate draft recommendations to the LGBCE for consideration by Full Council.
 - Contribute to the drafting of the Electoral Review Document within agreed timescales.

3. MEMBERSHIP

- 3.1 The Working Group will comprise 7 elected Members on a cross-party basis:

• Cllr Ross McWilliams (Chair)	Cox Green	Conservative
• Cllr Natasha Airey	Park	Conservative
• Cllr Stuart Carroll	Boyn Hill	Conservative
• Cllr Lilly Evans	Ascot and Cheapside	Conservative
• Cllr Mohammed Ilyas	Furze Platt	Conservative

- | | | |
|--------------------|--------------|--------------|
| • Cllr Lynne Jones | Old Windsor | Independent |
| • Cllr Ed Wilson | Clewer South | Conservative |

3.2 The following officers will provide support to the Working Group as required:

- | | |
|--------------------|--------------------------------------|
| • David Scott | Head of Communities and Highways |
| • Mary Kilner | Head of Law and Governance |
| • Suzanne Martin | Electoral Services Manager |
| • Wendy Allum | Elections Administrator |
| • Louisa Dean | Communications and Marketing Manager |
| • Michael Llewelyn | Policy Officer |
| • Paul Temple | GIS Technician |

4. QUORUM AND FREQUENCY

4.1 At least three of the seven elected members should be present for a meeting of the Working Group to take decisions.

4.2 The Working Group will meet periodically as required within the agreed timescales.

5. REPORTING

5.1 The Electoral Review Document, with draft recommendations on council size, is due to be reported to Full Council on 27 June 2017. The deadline for the document to be with Democratic Services for publication is therefore 16 June 2017.

5.2 If approved by Full Council, the Electoral Review Document will be presented to the LGBCE. This would complete stage one of the electoral review.

6. TIMESCALES

6.1 Stage one of the electoral review, determining council size, is due to be completed by July 2017.

6.2 Stage two, determining warding patterns, will be carried out in two phases of public consultation between September 2017 and April 2018. It is expected that the Working Group will continue to support the electoral review during this time.