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BOUNDARY AND ELECTORAL ARRANGEMENTS WORKING PARTY

3 JULY 2014

A meeting of the Boundary and Electoral Arrangements Working Party will be held at **7.00 pm on Thursday, 3 July 2014** at the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Membership:

Councillors: Duncan, Gideon, Hornus, Nicholson, Roberts and W Scobie

A G E N D A

Item
No

Subject

1. **ELECTION OF A CHAIRMAN**

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATION OF INTERESTS**

To receive any declarations of interest. Members are advised to consider the advice contained within the Declaration of Interest form attached at the back of this agenda. If a Member declares an interest, they should complete that form and hand it to the officer clerking the meeting and then take the prescribed course of action.

4. **MINUTES OF THE PREVIOUS MEETING** (Pages 1 - 4)

To approve the Minutes of the Boundary and Electoral Arrangements Working Party meeting held on 9 January 2014, copy attached.

5. **REVIEW OF COMMUNITY GOVERNANCE ARRANGEMENTS - MARGATE**

Declaration of Interests Form

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BOUNDARY AND ELECTORAL ARRANGEMENTS WORKING PARTY

**Minutes of the meeting held on 9 January 2014 at 6.30 pm at Pugin & Rossetti Rooms,
First Floor, Council Offices, Cecil Street, Margate.**

Present: Councillor D Green (Chairman); Councillors Gideon, Hornus, Johnston, K Gregory (Councillor Michael J Roberts), D Green and W Scobie

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Roberts, who was substituted by Councillor K Gregory.

2. ELECTION OF CHAIRMAN

Proposed by Councillor Johnston, and
Seconded by Councillor Hornus that:

Councillor D Green be elected Chairman of the Boundary and Electoral Arrangements Working Party.

RESOLVED

3. DECLARATION OF INTERESTS

Councillors K Gregory, Hornus, Johnston and W Scobie sought clarification from the Monitoring Officer as to whether they would need to declare an interest as they were all Margate Charter Trustees. It was the decision of the Monitoring Officer that no declarations of interest were required.

4. REVIEW OF POLLING DISTRICTS AND POLLING PLACES

The Democratic Services and Scrutiny Manager gave a brief on the Review of Polling Districts and Polling Places which had to be undertaken and completed by 31 January 2015.

It was recommended to the Working Party that the review would start in July.

All existing polling stations would be evaluated by Officers at the forthcoming European Parliamentary Election using the evaluation checklist used by the Electoral Commission. Upon completion, Officers would analyse each individual polling stations checklist to ascertain the suitability of the existing polling station.

Furthermore, feedback generated from the European Parliamentary Election (electors, staff, candidates, agents, elected representatives, etc.) would be analysed and incorporated into the review¹. This would be in addition to the public consultation as part of the statutory review.

Members asked for a copy of the existing (2011) Polling District and Polling Places schedule, together with any recent feedback received on those polling stations, and it was agreed that would be provided.

¹ This is undertaken by staff at review/evaluation at all elections

Members were informed there would be some changes to the existing polling stations for the forthcoming European Parliamentary Election arising from the Kent County Council election in May 2013. It had been hoped that a report would be presented to this meeting but as yet a few polling stations remained unconfirmed.

When the situation of polling stations had been agreed for the forthcoming European Parliamentary Election a report would be submitted to Council for information purposes².

Proposed by Councillor Scobie, and
Seconded by Councillor Johnston that:

1. The proposed timetable for the review of polling districts and places be agreed;
2. All representations received during the polling districts and polling places review be considered; and
3. Recommendations be made to an extraordinary meeting of the Council in November 2014.

RESOLVED

5. COMMUNITY GOVERNANCE

The Democratic Services and Scrutiny Manager outlined the proposed review of community governance arrangements in Margate.

The area to be reviewed was currently an area having Charter Trustees³. Although the Charter Trustees covered the whole un-parished area of Margate, statutory guidance states that consideration must be given to the possibility of smaller community interests/identities should a desire for that emerge from the consultation.

Some Members suggested that Westgate-on-Sea residents may identify themselves as a separate community identity (i.e. separate from the rest of Margate), therefore it was imperative that the consultation document contained details of all options that are technically possible as a result of the community governance review.

Therefore, it was agreed to arrange another meeting of the Working Party to discuss the formal consultation document prior to it being published.

Proposed by Councillor K Gregory, and
Seconded by Councillor Hornus that:

4. The terms of reference (including the area to be reviewed) as set out in paragraphs 8.1 and 8.2 of the report are approved, together with the review timetable; and

² Polling district and polling places are fixed by the local authority. Polling stations are chosen by the Returning Officer.

³ Charter Trustees were established following local government reorganisation in 1972 to preserve the historic identity of former boroughs or cities. Charter Trustees have the power to carry out ceremonial functions and not to act as administrative units.

5. Another meeting of the Working Party be arranged to discuss the formal consultation document prior to it being published.

RESOLVED

Meeting concluded : 7.15 pm

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THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

Do I have a Disclosable Pecuniary Interest and if so what action should I take?

Your Disclosable Pecuniary Interests (DPI) are those interests that are, or should be, listed on your Register of Interest Form.

If you are at a meeting and the subject relating to one of your DPIs is to be discussed, in so far as you are aware of the DPI, you **must** declare the existence **and** explain the nature of the DPI during the declarations of interest agenda item, at the commencement of the item under discussion, or when the interest has become apparent

Once you have declared that you have a DPI (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote on the matter;
2. Withdraw from the meeting room during the consideration of the matter;
3. Not seek to improperly influence the decision on the matter.

Do I have a significant interest and if so what action should I take?

A significant interest is an interest (other than a DPI or an interest in an Authority Function) which:

1. Affects the financial position of yourself and/or an associated person; or Relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an associated person;
2. And which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

An associated person is defined as:

- A family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
- Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- any body in respect of which you are in a position of general control or management and which:
 - exercises functions of a public nature; or
 - is directed to charitable purposes; or
 - has as its principal purpose or one of its principal purposes the influence of public opinion or policy (including any political party or trade union)

An Authority Function is defined as: -

- Housing - where you are a tenant of the Council provided that those functions do not relate particularly to your tenancy or lease; or
- Any allowance, payment or indemnity given to members of the Council;
- Any ceremonial honour given to members of the Council
- Setting the Council Tax or a precept under the Local Government Finance Act 1992

If you are at a meeting and you think that you have a significant interest then you **must** declare the existence **and** nature of the significant interest at the commencement of the

matter, or when the interest has become apparent, or the declarations of interest agenda item.

Once you have declared that you have a significant interest (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must**:-

1. Not speak or vote (unless the public have speaking rights, or you are present to make representations, answer questions or to give evidence relating to the business being discussed in which case you can speak only)
2. Withdraw from the meeting during consideration of the matter or immediately after speaking.
3. Not seek to improperly influence the decision.

Gifts, Benefits and Hospitality

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £100 or more. You **must**, at the commencement of the meeting or when the interest becomes apparent, disclose the existence and nature of the gift, benefit or hospitality, the identity of the donor and how the business under consideration relates to that person or body. However you can stay in the meeting unless it constitutes a significant interest, in which case it should be declared as outlined above.

What if I am unsure?

If you are in any doubt, Members are strongly advised to seek advice from the Monitoring Officer or the Democratic Services and Scrutiny Manager well in advance of the meeting.

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS, SIGNIFICANT INTERESTS AND GIFTS, BENEFITS AND HOSPITALITY

MEETING.....

DATE..... **AGENDA ITEM**

DISCLOSABLE PECUNIARY INTEREST

SIGNIFICANT INTEREST

GIFTS, BENEFITS AND HOSPITALITY

THE NATURE OF THE INTEREST, GIFT, BENEFITS OR HOSPITALITY:

.....
.....
.....

NAME (PRINT):

SIGNATURE:

Please detach and hand this form to the Democratic Services Officer when you are asked to declare any interests.