

From: [Hendry, Angela](#)
To: [REDACTED]
Subject: FOI Acknowledgement
Date: 27 April 2022 11:23:00
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Dear [REDACTED]

FOI Ref: 75655/22

Thank you for your request for information, dated 26 April 2022, under the Freedom of Information Act 2000.

You requested:

I would like to see the report made to the commission for consideration as your explanation will not be sufficient for member consumption this end.

The Commission aims to respond promptly and within the statutory deadline of 20 working days set by the Freedom of Information Act 2000. Please expect a response by **24 May 2022**.

In some cases a fee may be payable and if that is the case I will let you know. A fees notice will be issued to you, and you will be required to pay before I will proceed to deal with your request.

If you have any queries or concerns please do not hesitate to contact me on the details provided below. Please remember to quote the reference number above in any future communications.

Privacy Statement

When we receive a complaint from a person we make up an electronic file containing the details of the complaint. This normally contains the identity of the complainant and any other individuals involved in the complaint.

We will only use the personal information we collect to process the complaint and to check on the level of service we provide. We do compile and publish statistics showing information like the number of complaints we receive, but not in a form which identifies anyone.

We will keep personal information contained in complaint files in line with our retention policy. This means that information relating to a complaint will be retained for three years from closure. It will be retained in a secure environment and access to it will be restricted according to the 'need to know' principle.

Similarly, where enquiries are submitted to us we will only use the information supplied to us to deal with the enquiry and any subsequent issues and to check on the level of service we provide.

Emails - Any email sent to us, including any attachments, may be monitored and used by us for reasons of security and for monitoring compliance with office policy. Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the law.

You can find out more about how we collect and use personal information here (<http://www.lgbce.org.uk/about-us/privacy>). If you don't want us to handle your information, please email us to let us know.

Yours sincerely,

Angela Hendry

Angela Hendry
Office Manager and HR Lead

1st Floor, Windsor House
50 Victoria Street
London SW1H 0TL



The
Local Government
Boundary Commission
for England



How are we doing? Click [here](#) to give us your views.

From: [Hendry, Angela](#)
To: [REDACTED]
Subject: FOI Response
Date: 05 May 2022 09:32:00
Attachments: [LGBCE \(22-23\) Harlow Council Size .pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Dear [REDACTED]

FOI Ref: 75655/22

Thank you for your request under the Freedom of Information Act 2000 which we received on 26 April 2022.

You requested:

I would like to see the report made to the commission for consideration as your explanation will not be sufficient for member consumption this end.

Please find attached the Harlow District Council, Council Size Report to the Commission Board.

If you have any further queries, please do not hesitate to contact me, quoting the reference number above in any correspondence.

If you wish to request a review of our decision, you should write to:

Lynn Ingram
Director of Finance & Resources
Local Government Boundary Commission for England
1st Floor
Windsor House
50 Victoria Street
London
SW1H 0TL

Kind regards

Angela Hendry

Angela Hendry
Office Manager and HR Lead

1st Floor, Windsor House
50 Victoria Street
London SW1H 0TL

[REDACTED]

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LGBCE (22-23) XX

Electoral Review of Harlow District Council: Council Size

| | |
|-------------------------|---|
| Report to | Commission Board Meeting on 25 April 2022 |
| Subject | Cover paper summarising the team's findings regarding the council size for Harlow District Council |
| From | Mark Cooper, Review Officer Richard Otterway, Review Manager |
| Commissioner | Amanda Nobbs OBE |
| Online Resources | 1. Pen Portrait 2. Harlow District Council Submission 3. Electoral Review Timetable |
| For Decision | The Commission Board is invited to consider the council size for Harlow District Council |

Introduction

1. This is a periodic and intervention review. Harlow District Council does trigger the criteria for an intervention review.
2. The initial meeting was held with the Council in August 2021. At this time, five of 11 (45.5%) wards have a variance outside 10%. One ward (Old Harlow) has a variance outside 20% based on the December 2020 electoral figures.

Recommendation

3. The team has considered all the information received regarding the future council size of Harlow; the details of which have been summarised below and can be found in full online.
4. The team recommends that if the Board is content to accept these proposals that it agrees to invite the Council and other interested parties to submit proposals for a pattern of wards based on a council size of thirty-three.

Council Size

| | Pre-Review | Team's Recommendation |
|---------------------------------|------------|-----------------------|
| Council Size | 33 | 33 |
| Percentage change from existing | N/A | ±0% |

Electoral Figures

| | Pre-Review (2021) * | Baseline (2021) ** | Forecast (2028) |
|------------------------|------------------------------------|-----------------------|--------------------|
| Electorate | 63,587 | 63,895 | 74,056 |
| Elector/ Cllr Ratio | 1,927 | 1,936 | 2,244 |
| | Expected Range*: 1,666 to 2,324 | | Median*: 2,045 |
| Electors per 1% Change | 19 | 19 | 22 |

* Council size is as Pre-Review.

** Council size as per Team's Recommendation.

Implementation

| | |
|------------------------|----------------|
| Electoral Cycle: | Thirds |
| Draft Recs Meeting | September 2022 |
| Final Recs Meeting | February 2023 |
| Year of implementation | 2024 |

Electoral Forecasts

- The Council has prepared electorate forecasts which indicate an increase of 19.4% between 2022 and 2028. The Council used our Polling District Forecasting Tool to provide the electoral figures for this review and used this to develop its forecasting methodology, based on the Commission's automated forecasting methodology, to produce the electoral figures for this review.
- The team have identified an issue that we considered was producing a higher increase than has been justified by the evidence provided. The Council appeared to be basing their forecast electorates on the average household size for their developments rather than the average electorate size. We discussed this with the Council, and they resubmitted forecasts based on the average electorate size. The team is now content that these figures reflect the most accurate electorate forecasts for Harlow, and we propose these figures are used for the review.

Submissions

- The Commission received one submission regarding the future council size for Harlow during the preliminary period of the review.

| Respondent | Size | Change |
|-------------------------|------|---|
| Harlow District Council | 36 | Increase of three from existing council size of thirty-three. |

7. Harlow District Council's submission was developed by a cross-party Electoral Review working group and considered and agreed at a full council on 24 February with all members voting in favour of a council size of thirty-six.

Analysis

8. The team considered the submission having earlier given the Council substantial feedback on its draft council size representation. While the Council did make some improvements to the draft submission, the team has not been persuaded that the evidence justifies the proposed change in council size. The team recommends that the Commission Board invite warding proposals on the basis of the existing council size of thirty-three.
9. The team is of the view that the Council's submission was generally not based on analysis relating to their governance, accountability, and representational requirements. The team consider that the Council's case relied on comparisons with other Essex Councils, as well as focusing on population figures rather than electorate figures and looking ahead to the warding pattern stage, which is not relevant at this point of the review.
10. The team also note that the Council advanced an argument that an increase in councillors would alleviate the potential for 'politically foreseen difficulties.' The Commission does not consider arguments based on political representation.
11. While the team is not recommending the Commission invite warding proposals on the basis of a council size of 36, the team note that the Council (and other interested parties) would be able to submit a warding pattern based on 36 councillors and provide the Commission Board with additional evidence to support their proposed council size, in the event that the Council was of the view a pattern based on 36 councillors would provide for an improved balance in the statutory criteria.

Key Points for Consideration

12. The team wishes the Board to take note of the following items in the submissions made:
 - The summary of Harlow District Council's council size submission where their proposed rationale for an increase of three is outlined. (pages 24-26)

Equalities

13. The Commission has looked at how it carries out reviews under the guidelines set out in Section 149 of the Equality Act 2010. It has made best endeavours to ensure that people with protected characteristics can participate in the review process and is sufficiently satisfied that no adverse equality impacts will arise as a result of the outcome of the review.

Conclusion

14. The team has read and carefully considered all the points made in the submissions received. The team is of the view that Harlow District Council's submission does not offer a good balance of evidence about the future council size for Harlow, and that they have not provided sufficient evidence to justify the proposed increase in council size. The team is recommending a council size of thirty-three.