

Title of Report:	Review of May 2015 elections
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	30 June 2015

Purpose of Report: To provide the Overview and Scrutiny Management Commission with proposed Terms of Reference for a review into the conduct of the 2015 general, district and parish elections.

Recommended Action: It is recommended that the Overview and Scrutiny Management Commission considers and approves the proposed Terms of Reference, amending them as necessary.

Key background documentation: None.

Resource Management Select Committee Chairman	
Name & Telephone No.:	Councillor Emma Webster (0118) 941 1676
E-mail Address:	ewebster@westberks.gov.uk

Contact Officer Details	
Name:	David Lowe
Job Title:	Scrutiny and Partnerships Manager
Tel. No.:	01635 519817
E-mail Address:	dlowe@westberks.gov.uk

Executive Report

1. Introduction

- 1.1 This report provides an outline for a review of the conduct of the 2015 general, district and parish elections. It sets out a rationale for the review and proposes Terms of Reference and a methodology for the examination of the topic.

2. Review rationale

- 2.1 With the general, district and parish elections all being held on the same day, the 2015 general election was a one in 20 year event. The complexity and scale of the operation inevitably presented challenges for all those involved and, as such, there is now consequently significant scope for evaluation and learning for future elections, even if the local and national combination will not occur for another 20 years.
- 2.2 The Chief Executive, as Returning Officer, would in any event have undertaken a review of the conduct of the elections but the Overview and Scrutiny Management Commission is well positioned to support his analysis, providing guidance and challenge as required.

3. Terms of Reference

- 3.1 It is proposed that the Overview and Scrutiny Management Commission carries out a review of the conduct of the 2015 national, district and parish elections in West Berkshire and in particular:
- (1) The planning and preparation for the elections
 - (2) How the plans were executed on the day
 - (3) What lessons might be learnt
- 3.2 The findings of the review will be reported to Council, along with any recommendations identified.

4. Methodology

- 4.1 It is proposed that the review will be carried out as set out in the table below.

Dates	Activity
30 June 2015	<ul style="list-style-type: none">• Overview and Scrutiny Management Commission meeting<ul style="list-style-type: none">○ Background briefing by the Returning Officer○ Agreement of the Terms of Reference and methodology
1 July 2015 – 1 September 2015	<ul style="list-style-type: none">• Evidence gathering by the Returning Officer
15 September 2015	<ul style="list-style-type: none">• Overview and Scrutiny Management Commission meeting<ul style="list-style-type: none">○ Consideration of the Returning Officer's findings○ Agreement of recommendations
10 December 2015	<ul style="list-style-type: none">• Consideration by Council

5. Recommendation

- 5.1 It is recommended that the Overview and Scrutiny Management Commission considers and approves the proposed Terms of Reference, amending them as necessary.

Appendices

There are no appendices to this report.