

Local Government Boundary Commission for England

# Council Size Submission

Bury Council

Contents

How to Make a Submission.....2

About You .....2

Reason for Review (Request Reviews Only) .....2

Local Authority Profile .....2

Council Size .....7

Other Issues.....27

## How to Make a Submission

1. It is recommended that submissions on council size follow the format provided below. Submissions should focus on the future needs of the council and not simply describe the current arrangements. Submissions should also demonstrate that alternative council sizes have been considered in drawing up the proposal.
2. The template allows respondents to enter comments directly under each heading. It is not recommended that responses are should unduly long; as a guide, it is anticipated that a 15 to 20-page document using this template should suffice. Individual section length may vary depending on the issues to be explained. Where internal documents are referred to URLs should be provided, rather than the document itself. It is also recommended that a table is included that highlights the key paragraphs for the Commission's attention.

## About You

3. The respondent should use this space to provide the Commission with a little detail about who is making the submission, whether it is the full Council, Officers on behalf of the Council, a political party or group, or an individual.

The Council Size Submission is being submitted on behalf of Bury Metropolitan Borough Council.

## Reason for Review (Request Reviews Only)

4. Please explain the authority's reasons for requesting this electoral review; it is useful for the Commission to have context. *NB/ If the Commission has identified the authority for review under one of its published criteria, then you are not required to answer this question.*

Not applicable.

## Local Authority Profile

5. Please provide a short description of the authority and its setting. This should set the scene for the Commission and give it a greater understanding of any current issues. The description may cover all, or some of the following:
  - Brief outline of area - are there any notable geographic constraint for example that may affect the review?
  - Rural or urban - what are the characteristics of the authority?
  - Demographic pressures - such as distinctive age profiles, migrant or transitional populations, is there any large growth anticipated?
  - Are there any other constraints, challenges, issues or changes ahead?

## Background

Bury is an ambitious and largely prosperous post-industrial mill-town, located to the north of the Greater Manchester conurbation. It comprises six diverse townships, each with their own unique identity, - Bury, Ramsbottom, Tottington, Radcliffe, Whitefield and Prestwich – with a total population of 190,108 (ONS 2018 estimate). The population has shown a steady growth over the last 20 years, rising by 7.3% since the 1981 census and in more recent years 5.2% since 2001 and 2.5% since 2011. The majority of this increase has been in the over 45s and under 19s. The greatest proportion of the Borough's current population is White (89%), with Asian (7%) forming the second largest community particularly focussed in the Bury East area. It should also be noted that to the south of the Borough is the largest Jewish community in the country outside of London; although this community is co-located in the neighbouring boroughs of Manchester and Salford, the majority is within Bury.

The Borough is proud of its great heritage and culture, being awarded the honour of being Greater Manchester's first Town of Culture in 2020, with sole status being extended into 2021 due to impact of the Covid 19 pandemic, and remaining the conurbation's only town centre to have achieved Purple Flag status.

This identity is reflected in the pride local communities have in the town and the strengths of the internal and external partnerships that exist with communities and the public, private and voluntary sectors. This has been particularly demonstrated in the response to the national Covid 19 emergency of 2020, which has seen over 800 community volunteers step up to provide support to the most vulnerable people in our communities. It is intended that this co-operation will be continued in a post-Covid world with the Voluntary Community and Faith Alliance (VCFA) taking the lead at coordinating these efforts, currently acting as the focal point for 300 locally-, regionally-, and nationally-based organisations operating in the Borough.

The role of the community will also be a key part of Bury's 2030 Strategy, launched in 2020. This document has been developed in 2019 with over 1,000 responses received from the community and through a workshop held in early 2020 attended by around 100 local community and organisational leaders. Community Hubs are a legacy from the positive and cohesive work established through the Council's response to the pandemic. Bury's councillors will play an enhanced role in working with their local communities to support the work of the Community Hubs and delivery of this strategy over the next ten years. As 'Community Connectors', councillors will work to identify and resolve the needs of individuals and local groups within the network of resources available to them and as part of the wider democratic framework of accountability of the Council as a whole.

Geographically, the Borough is a mix of urban and rural areas set within 24,511 acres, representing just under 8% of the conurbation. It is recognised for its recently modernised town centre and the strength of its retail offer (with the town centre being the third largest shopping area in Greater Manchester - after Manchester City Centre and the Trafford Centre – in terms of spend), and does not intend to rest on its laurels with early plans to carry out a new town centre masterplan, with the area of Bury Market and that between the old and new Rock areas being key

locations for development. Similar initiatives are also focused on the townships, in particular, the Radcliffe Regeneration Strategy to develop its shopping centre and market and surrounding areas, and comparable work in Prestwich and Ramsbottom shopping centres. The Borough also has a reputation for great schools, beautiful areas of green space, a high quality, varied housing offer, and excellent transport links, all of which make it a highly sought after destination for individuals and families to live and for business to locate.

The excellent transport links (with the M66 forming a north-south link and connecting with the M60 at Simister Island to the south of the Borough), quality bus network and numerous Metrolink stations (with Bury Town Centre being one of the network's key terminal nodes), make the Borough an excellent location for commuters working in the conurbation's core or further afield, and for businesses wishing to attract high quality employees and customers, while also meeting distribution targets.

As previously noted, Bury places tourism and culture highly amongst its local priorities for supporting the local economy. In previous years, the town has built on its assets both in its town centre located Cultural Quarter but also amongst its townships. Attracting around 5.4 million visitors annually with an annual spend of approximately £300 million, the range of attractions such as the East Lancashire Railway, Transport Museum, Fusiliers Museum, Art Gallery, Irwell Sculpture Trail, and the Met. In 2020, the town looked set to build on this prestige and prosperity, being awarded the Town Of Culture status, following the success of the Victoria Wood exhibition and unveiling of her statue in Library Gardens in 2019, and the HAPPY festival. However, the lockdown restrictions of the pandemic severely curtailed these celebrations and Bury's tenure as Town of Culture has subsequently been extended for a further year. The Cabinet Member for Cultural Economy is committed to supporting this project and making it a success in the future.

The Borough's population is generally well qualified, according to NOMIS January to December 2019 data:

- Social Group 1-3 (managers, directors and senior officials professional occupations, technical – 49.1% (higher than the North West - 41.1% and Great Britain - 48%)
- Social Group 4-5 (administrative & secretarial, skilled trades) – 22.5% (higher than the North West 20.5% and Great Britain – 19.7%)
- Social Group 6-7 (caring, leisure, sales and customer services) – 15.4% (slightly lower than the North West – 17.7% and Great Britain – 16.1%)
- Social Group 8-9 (plant and machine operatives, elementary occupations) – 13.0% (considerably lower than the North West – 17.7% and Great Britain – 16.3%)

For the same period, 44,500 members of the Borough's population held NVQA, representing 39%, compared to 36.1% for the North West and 40.3% for Great Britain, also demonstrating the relatively high level of qualifications they hold.

However, the Borough's population are concentrated in a number of industries some of which (highlighted), due to the consequences of lockdown and other Covid 19 restrictions, may show the local economy to be vulnerable to long-term changes in behaviour and lifestyle:

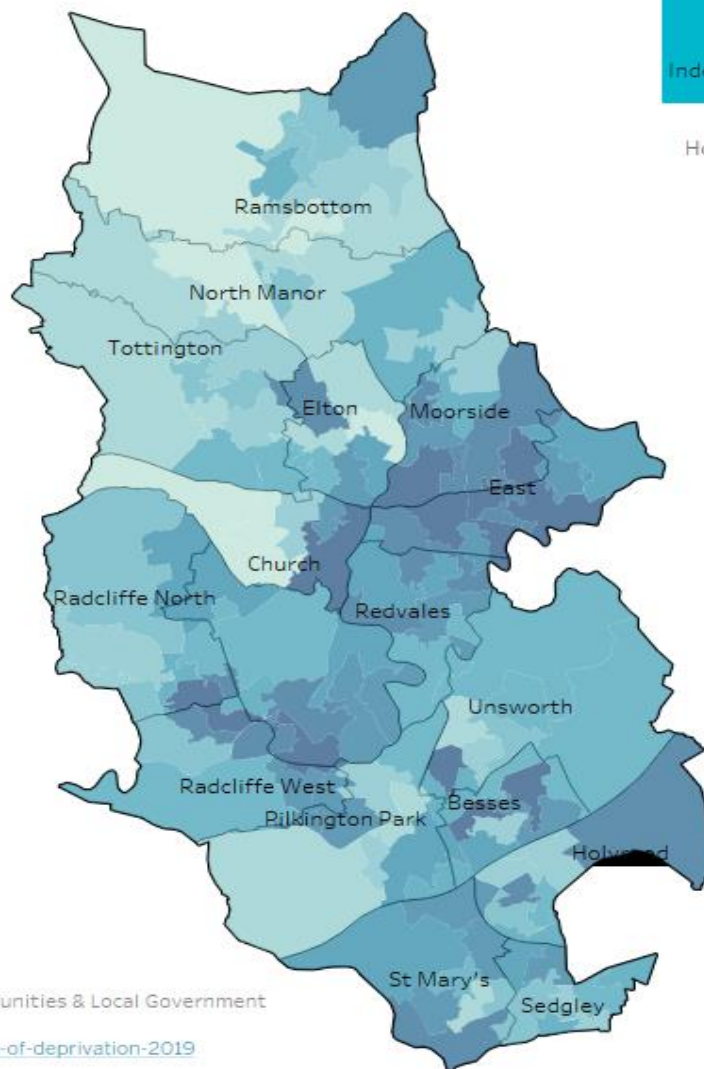
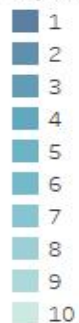
- Wholesale and retail – 14,000 (19.7%) compared to 16.9% in the North West and 15.2% in Great Britain
- Human Health and Social Care – 11,000 (15.5%) compared to 13.4% in the North West and 13.2% in Great Britain
- Manufacturing – 7,000 (9.9%) compared to 9.6% in the North West and 8.1% in Great Britain
- Education – 7,000 (9.9%) compared to 5.5% in the North West and 4.8% in Great Britain
- Transport and Storage – 5,000 (7.0%) compared to 16.9% in the North West and 15.2% in Great Britain
- Professional, Scientific, Technical – 5,000 (7.0%) compared to 8.3% in the North West and 8.7% in Great Britain
- Admin and Support Services – 5,000 (7.0%) compared to 9.0% in the North West and 9.1% in Great Britain
- Accommodation and Food Service – 4,500 (6.3%) compared to 7.1% in the North West and 7.6% in Great Britain

While generally prosperous, there are Local Super Output Areas of the Borough in the most deprived parts of the country, therefore, there are socio-economic problems which need to be addressed (as shown on the map below):

# Indices Of Deprivation 2019

## Deprivation Decile

(Where 1 is in the 10% most deprived LSOA's in England)



## Map Selection

(Maps Of Domains and Sub-Domains)  
Index of Multiple Deprivation

Hover over Lower Super Output Area (LSOA)  
For further details

Indices of Deprivation from the Ministry of Housing, Communities & Local Government  
Released 26th September 2019 and available from:

<https://www.gov.uk/government/statistics/english-indices-of-deprivation-2019>

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Ordnance Survey 100023063

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Created By: Performance and Intelligence, Bury Council

**Bury**  
COUNCIL

These levels of deprivation are reflected in the statistics of the Local Authority Health Profile 2018, with the picture being varied when compared to the averages in England. The local life expectancy for both males and females is lower than the England average, with the difference being most acute when England is compared to the locally most deprived areas. Locally the difference between the most and least deprived areas is 11.3 years for males and 8.5 years for females.

### Council Size

6. The Commission believes that councillors have three broad aspects to their role. These are categorised as: Strategic Leadership, Accountability (Scrutiny, Regulation and Partnerships), and Community Leadership. Submissions should address each of these in turn and provide supporting evidence. Prompts in the boxes below should help shape responses.

### Strategic Leadership

7. Respondents should provide the Commission with details as to how elected members will provide strategic leadership for the authority. Responses should also indicate how many members will be required for this role and why this is justified.

Topic		
<b>Governance Model</b>	<i>Key lines of explanation</i>	<ul style="list-style-type: none"> <li>➤ <i>What governance model will your authority operate? e.g. Committee System, Executive or other?</i></li> <li>➤ <i>The Cabinet model, for example, usually requires 6 to 10 members. How many members will you require?</i></li> <li>➤ <i>If the authority runs a Committee system, we want to understand why the number and size of the committees you have represents is most appropriate for the authority.</i></li> </ul>
	Analysis	<p>Bury Council operates a Strong Leader Cabinet model of governance. This was introduced in 2011/12 and there are no plans to change this. The Council comprises 51 Councillors, with three Councillors representing each of the Borough's 17 wards. The current composition is:</p> <ul style="list-style-type: none"> <li>• Labour            28</li> <li>• Conservative – 16</li> <li>• Liberal Democrat – 4</li> <li>• Radcliffe First – 2</li> <li>• Independent - 1</li> </ul>



	<p>Expectations of all councillors are summarised at &lt;&lt;insert link to constitution&gt;&gt;</p> <p>The Leader of the Council is elected for a four year term or until the expiry of his / her term of office as a councillor.</p> <p>The Council's constitution (&lt;&lt; insert link&gt;&gt;) provides for the Leader to appoint at least 2 and a maximum of 10 Executive Members to sit on Cabinet with him/her. Following the appointment of the new Leader in May 2020, there are currently 9 Cabinet Members with portfolios (including the Leader) supported by 10 deputies.</p> <p>There were 9 meetings (2 cancelled) and 11 meetings (1 cancelled) in 2018/19 and 2019/20 respectively, with meetings lasting on average 30 minutes. During 2020/21, there have been 4 meetings up to September 2020, lasting on average 2 hours.</p> <p>Cabinet made 52, 47 and 37 decisions respectively on each of the years 2018/19, 2019/20 and 2020/21 (to September). <a href="#">Appendix 4</a> shows all items discussed at Cabinet since January 2019.</p> <p>During the Covid Pandemic and in light of the local lockdown restrictions the Council established an Emergency Powers Group. The group was established to facilitate the taking of emergency decisions, and met on 9 occasions. Members of the Group included the four Group Leaders, the Scrutiny Chairs and the Deputy Leader and First Deputy. Up until September 2020, this group had made 18 decisions.</p> <p>As a result of the pandemic daily meetings of Informal Cabinet were also established, the purpose of these meetings was to brief elected Members on issues appertaining to the pandemic.</p> <p>With the exception of the Leader, all Cabinet members typically have full or part time employment or study in addition to their Cabinet duties. As a result, virtually all meetings take place in the evening. As can be seen from the increase in the length of time of Cabinet meetings and number of decisions made in the current year, the Council has increased the levels of involvement of Cabinet members in leading on the future direction of the Council. The extraordinary circumstances brought about by the Covid-19 pandemic has allowed the Council to explore the use of new technology to engage with members and also to involved them more effectively with decision making. It is intended that this increased level of involvement will continue in the future, which will, in turn, increase the time commitment expected from</p>
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		<p>portfolio holders and their deputies.</p> <p>We firmly believe that the current number of 51 councillors provides adequate scope for the ruling party to select a sufficiently skilled Cabinet, and supporting deputies, with the range of expertise required to fulfil the duties of a portfolio holder. Even with increased demands of members from new ways of working in 2020 and greater expectations from councillors, services have continued to be delivered, therefore we believe that this model will still be effective in the future (<a href="#">Appendix 7</a> shows details of attendance at meetings). We believe that any reduction in the number of councillors would severely limit the ruling party's ability to function as effectively as possible which would impact its increasing responsibilities and strategic direction, as outlined above. We believe that there could be scope to justify an increase in council size, however, we firmly believe that this would be inappropriate in the current austerity climate and unnecessary for the Council to continue to operate as it currently is in the future.</p>
<b>Portfolios</b>	<i>Key lines of explanation</i>	<p>➤ <i>How many portfolios will there be?</i></p> <p>➤ <i>What will the role of a portfolio holder be?</i></p> <p>➤ <i>Will this be a full-time position?</i></p> <p>➤ <i>Will decisions be delegated to portfolio holders? Or will the executive/mayor take decisions?</i></p>
	Analysis	<p>The Cabinet is currently made up of the Leader and 8 portfolio holders, with portfolios and responsibilities split between the 9 members as follows:</p> <ul style="list-style-type: none"> <li>• Leader; Finance and Growth</li> <li>• Deputy Leader; Children, Young People and Skills</li> <li>• First Deputy; Health and Wellbeing</li> <li>• Environment and Climate Change</li> <li>• Communities and Emergency Planning</li> <li>• Transport and Infrastructure</li> <li>• Cultural Economy</li> <li>• Corporate Affairs and HR</li> <li>• Housing Services</li> </ul> <p>On average, Cabinet members are invited to attend 43 meetings (including those in Greater Manchester / AGMA) per year, compared to an average of 29 meetings across all councillor (<a href="#">Appendix 3</a>). Also, see</p>

		<p>appointments 2020/21 <a href="#">.&lt;&lt;insert link&gt;&gt;</a>.</p> <p>Cabinet members are supported by 10 Deputy Cabinet Members, giving greater resilience and future continuity to each portfolio, with the relevant deputies taking the lead in particular areas:</p> <ul style="list-style-type: none"> <li>• Finance and Growth (and Ramsbottom Town Plan)</li> <li>• Children Services (and Radcliffe Regeneration)</li> <li>• Communities and Emergency Planning</li> <li>• Health and Wellbeing – two deputies with one having Lead on Public Health</li> <li>• Environment and Climate Change – two deputies</li> <li>• Housing Services</li> <li>• Transport and Infrastructure</li> <li>• Corporate Affairs and HR</li> </ul> <p>Cabinet Members do not sit on Scrutiny Committees. Bury currently has two internal scrutiny committees, 'Overview and Scrutiny Committee' and 'Health Overview and Scrutiny Committee'.</p> <p>As previously stated, the workload for current cabinet members is challenging given that almost all are in full or part time employment of education. However, we believe that there are currently sufficient councillors for any ruling local administration to select a skilled Cabinet to cover all the responsibilities and provide strong strategic direction to the Council. Also as previously stated, we believe that any reduction in overall councillor numbers would significantly impact on this ability. We accept that there is a potential to make a case for increasing councillor numbers, but we do not believe this is appropriate at the present time. The Council can operate effectively with the current number of councillors, as can be evidenced by the fact that all Cabinet and deputy posts are filled. It should also be noted that during 2020, the level of Cabinet member involvement has increased, however, the current members have managed this changing workload. Therefore, it is believed that this number will be effective for the future delivery of strategic leadership in the future.</p>
<b>Delegated Responsibilities</b>	<p><i>Key lines of explanation</i></p> <p>➤ <i>What responsibilities will be delegated to officers or committees?</i></p> <p>➤ <i>How many councillors will be involved in taking major decisions?</i></p>	

	Analysis	<p>Portfolio holders are appointed as the lead and spokesperson on all matters within their portfolio. Full details and expectations of each portfolio holder are shown in the Council Constitution <a href="#">&lt;&lt;insert link&gt;&gt;</a>. The Leader has not delegated any decision making to portfolio holders individually, however, they are each responsible for presenting reports within the remit of their portfolio and ensuring that they are considered by the Leader and Cabinet collectively. Decisions have been delegated to the Leader and Cabinet as a whole and in the current administration, executive decisions are only made in the forum of a formal Leader and Cabinet meeting.</p> <p>The Leader has not exercised his executive decision making power alone, instead sharing this responsibility with all portfolio holders in meetings. There are no plans to amend this practice in future.</p> <p><b>Appendix 4</b> provides details of the busy timetable for, and significant nature of, the decisions made by the Leader and Cabinet. In particular, the matters considered as part of special measures adopted during the pandemic, show the increased role of these decision makers.</p> <p>Cabinet Members also answer public and member questions. All Council meetings have the first half hour set aside for questions from members of the public in attendance on matters relating to the reports being presented. Portfolio holders are expected to attend these meetings, with officer support, to present reports within their remit and answer any questions from the public or councillors in the meeting. Therefore, Portfolio holders are expected to spend whatever time is necessary to be briefed by officers, become familiar with the detail of the proposals and prepare for the meeting.</p> <p>Similarly, in meetings of the full Council, portfolio holders are required to answer any questions on matters within their portfolio. These could arise as part of the question and answer period from councillors, on items relating to motions of the Council, or from members of the public as part of the open question time at the meetings. <b>Appendix 5</b> shows the number of public and member questions asked of portfolio holders at Council meetings.</p> <p>Cabinet portfolio holders are also required to attend meetings of Overview and Scrutiny bodies to give account of their actions and the decisions of the Leader and Cabinet in relation to their portfolio responsibilities if required to do so.</p> <p>The Council's Scheme of Delegation contains a comprehensive list of those decisions which are reserved</p>
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	<p>for decision by Leader and Cabinet. It includes all major strategic executive decisions and those where member involvement is perceived to be essential. The Scheme of Delegation can be found in the attached link to the Council's Constitution <a href="#">&lt;&lt;insert link&gt;&gt;</a></p> <p>Being a Cabinet Member represents a significant time commitment. The Leader and Cabinet meet formally to make decisions approximately 12 times a year, with meetings now lasting approximately 2 hours depending on the issues to be discussed. All Cabinet meetings (as is the case with virtually all Council meetings) are held in the evenings as all except the Leader are in full or part time employment and / or education, having to fit their significant responsibilities around their daily lives. Some of the Cabinet members have had to either reduce their working hours or work on a compressed hour model to allow them sufficient time to devote to their Cabinet responsibilities.</p> <p>Cabinet members also attend regular briefings with Executive Directors and senior/lead staff to be updated on, discuss and agree direction on issues relating to their portfolio. Their frequency and duration will depend on the size of the portfolio and the current issues relating to it, however, they will at least take place on a monthly basis, lasting approximately 2 hours.</p> <p>They represent the Council at political meetings of local government associations, both national and regional, in particular as part of the Council's work in the Association of Greater Manchester Authorities (AGMA). The Council's involvement with AGMA, has considerably increased the workload of portfolio holders (and other members as delegated Council representatives). It is vital that the Council's voice is heard and championed on the regional stage. Being the smallest of the ten metropolitan borough councils in AGMA, it is important that our needs are not overlooked. It is creditable that despite its size, it has still been able to provide representation at an AGMA level in the same way as other, much larger, authorities.</p> <p>Cabinet members are also required to meet other stakeholders in relation to their portfolio responsibilities on a regular basis. They carry out these duties in addition to the representative role of a local councillor, and, as a result, can place increased pressure and workload of their other ward colleagues.</p> <p>Attached at <b>Appendix 6</b> is the diary template completed by 12 councillors for the week of Sunday 23<sup>rd</sup> February to Saturday 29<sup>th</sup> February 2020.</p> <p>Central to this model of political governance is the statutory role of overview and scrutiny. The Council is</p>
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		<p>committed to strong and challenging overview and scrutiny. This is dealt with in detail at Section 8.</p> <p>Annually, there are typically 7 meetings of Full Council, taking place every 2 months, with extraordinary meetings convened when business dictates. It is Chaired by the Mayor (who has casting voting) and attended by the Leader and all 50 ward councillors who are expected to attend. Full Council has responsibility for taking such decisions as those affecting the constitution, the budget and policy framework as well as appointing the overview and scrutiny and other committees.</p> <p><b>Council Meetings</b></p> <p>At all Council meetings there is a standing item for the hearing of Notices of Motion, presented by Councillors. There is also up to 30 minutes at each meeting devoted to Public Questions in addition to those raised by councillors prior to the meeting (See <a href="#">Appendix 5</a>). This helps to build accountability and responsibility for portfolio holders. The minutes and records of attendance show that most Councillors regularly participate in Council meetings by asking questions, making amendments or announcements, and presenting petitions.</p> <p>In addition to the executive and scrutiny roles performed by councillors, they are also heavily involved in decision making in other ways. The Council has established a number of formal committees, sub committees, as well as advisory, statutory, consultative and other bodies. Details of these bodies and the number of meetings appear in the list of Annual Appointments 2020/21 <a href="#">&lt;&lt;insert link&gt;&gt;</a>.</p>
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#### Accountability

8. Give the Commission details as to how the authority and its decision makers and partners will be held to account. The Commission is interested in both the internal and external dimensions of this role.

Topic	
Internal Scrutiny	The scrutiny function of authorities has changed considerably. Some use theme or task-and-finish groups, for example, and others have a committee system. Scrutiny arrangements may also be affected by the officer

	support available.
Key lines of explanation	<ul style="list-style-type: none"> <li>➤ <i>How will decision makers be held to account?</i></li> <li>➤ <i>How many committees will be required? And what will their functions be?</i></li> <li>➤ <i>How many task and finish groups will there be? And what will their functions be? What time commitment will be involved for members? And how often will meetings take place?</i></li> <li>➤ <i>How many members will be required to fulfil these positions?</i></li> <li>➤ <i>Explain why you have increased, decreased, or not changed the number of scrutiny committees in the authority.</i></li> <li>➤ <i>Explain the reasoning behind the number of members per committee in terms of adding value.</i></li> </ul>
Analysis	<p>The Council appoints an Overview and Scrutiny Committee and Health Scrutiny Committee to discharge the functions conferred by Section 21 of the Local Government Act 2000 or Regulations under Section 32 of the Local Government Act 2000. Both scrutiny committees have been established since June 2012. The committees comprise of 12 elected members (although in total 26 of the 42 councillors not on Cabinet are involved in these meetings in some way), are politically balanced and meet in public, with the first half hour of all meetings being available as public question time. Overview and Scrutiny Committee can also appoint Overview Project Groups to undertake reviews. Details of Bury's Overview and Scrutiny Committees are as set out below.</p> <p>Cabinet members are excluded from membership of either scrutiny committee, and deputy cabinet members can only be appointed to the committees where they do not have any involvement of influence. Persons who are not members of the authority may attend these committees, there are up to five co-opted members in a voting capacity in respect of education functions on Overview and Scrutiny, to represent three faiths, (Church of England, Catholic, Jewish) and primary and secondary parent governors – although only one post (Catholic) currently has nomination and normally these members only stay for education / schools reports.</p> <p>Scrutiny committees are seen as an essential tool to promote accountability in the local authority's decision-making processes.</p> <p><u>Overview and Scrutiny Committee</u></p> <p>Overview and Scrutiny Committee has a key role in helping to develop policies for the Council, scrutinising organisations external to the Council and holding the Leader / Cabinet Members to account.</p>

Overview and Scrutiny Committee can:

- Initiate public inquiries into matters of local concern. These can lead to reports and recommendations which advise the Leader / Cabinet Members and the Council as a whole on its policies, budget and service delivery.
- Monitor the decisions of the Leader/Cabinet members. A decision that has been made by the Leader / Cabinet Member and not yet implemented can be 'called in'. This enables the Committee to consider whether the decision is appropriate. The Scrutiny Committee may recommend that the Leader / Cabinet Member reconsider the decision in light of findings and comments made.
- Be consulted by the Leader / Cabinet Member or the Council on forthcoming decisions and the development of policy.

The impact of the Covid pandemic has limited the number of meetings held in 2020/21, with only 3 meetings to date, compared to 6 and 9 in 2018/19 and 2019/20 respectively. Meetings have typically lasted for 1 hour 40 minutes on average in the last two years, although this has increased to 2 hours 35 minutes in 2020/21.

The Overview and Scrutiny Committee has established one sub-committee, the Children's Safeguarding Sub-Committee, consisting of a political balance of six members of the committee and meeting on average three times a year, and most recently has undertaken a review of school achievement in the Borough.

#### Health Scrutiny

The Health and Social Care Act 2001 made Local Authorities, with health and social care responsibility, responsible for reviewing and scrutinising health services in their area.

Health Scrutiny Committee focuses on adult social care specific areas and conducting policy development and pre-decision scrutiny (each committee meets 8 times a year and will have 12 members), and acting as statutory consultee in relation to proposals for substantial changes in health provision.



There is strong emphasis on joint working with the NHS service provision. As a result, there are also Joint Health Overview and Scrutiny Committees established to scrutinise the work of the Pennine Acute NHS Trust and the Pennine Care NHS Trust, working with other boroughs in Greater Manchester:

- **Pennine Care NHS Trust Joint Health Scrutiny Committee**
- **Pennine Acute Hospitals NHS Trust Joint Health Scrutiny committee**
- **Association of Greater Manchester Authorities Joint Health Scrutiny Panel**

These cross-local authority boundary Joint Overview and Scrutiny Committees were established by Bury, Manchester, Oldham, Rochdale, Stockport and Tameside councils to consider issues affecting the health of local people (the overview role) and to call the NHS into account on behalf of the local communities (the scrutiny role).

During 2018/19 and 2019/20, the committee has had six meetings per year scheduled (although one was withdrawn in 2019/20. To date in 2020/21, there have been 3 meetings of the committee. The average length of time per meeting has ranged from 1 hour 40 minutes in 2018/19, to 2 hours in each of 2019/20 and 2020/21.

This comprehensive system sees scrutiny members engaged in scrutinising the full range of Council business and ensures that policy and service development in Bury has strong member input. It also allows members the opportunity, as community leaders, to make sure the local community's needs are reflected in the decisions made by the Council and its partners.

The time commitment involved in being a scrutiny member is significant. In addition to the large volume of meetings that take place each year, a lot of activity takes place outside of formal meetings, including consultation with residents and service users, visits and service observations.

Openness, transparency and public scrutiny are very important to Bury and a key element of the corporate strategy. The only change made to the overview and scrutiny arrangements in recent years has been the previously mentioned additional establishment of a standing Child Safeguarding Sub- Committee. This began life as a task and finish group, but it soon transpired that ongoing child safeguarding matters meant that there

	<p>was ongoing scrutiny work needed in this area.</p> <p>Since the tragic cases of child trafficking and abuse in Rochdale, the work of this Sub Committee is all the more important. It is proposed to extend the terms of reference of this sub-committee to include adult safeguarding.</p> <p>The Council's constitution provides for a membership of between 3-6 on Task and Finish Groups. Given the scope of the work of the select committees, and their future focus, this number is deemed to be sufficient to secure a breadth of knowledge and interest in assisting in the development of policy, but not so large as to be unwieldy.</p> <p>The Council is currently conducting a Governance Review of the Constitution with the aim of making the Borough even more democratic, open and transparent and, in line with these principles, it anticipated that Bury will continue to operate a comprehensive scrutiny structure. In particular, though there are currently no task and finish groups in place, it is likely that the Governance Review of the Constitution and the appointment of a dedicated scrutiny officer will explore a greater emphasis on the involvement of scrutiny members in the early development of policy than hitherto through the use of such groups. This will require significant Member input in terms of meeting attendance and associated duties (site visits, service observations, consultation).</p> <p>Although there has been one 'call in', neither Council scrutiny committee has made any recommendations to Cabinet in recent years.</p> <p>Scrutiny meetings are well attended. Although we expect scrutiny challenge to continue to play a significant role in the governance of the Council in the future, we believe that these demands can be met through the current 51 councillors. Therefore, we do not believe a reduction in number is viable if scrutiny is to be effective in the future, however, we do not believe there is an increase in warranted, particularly in the current climate of austerity.</p>
<b>Statutory Function</b>	<p>This includes planning, licencing and any other regulatory responsibilities. Consider under each of the headings the extent to which decisions will be delegated to officers. How many members will be required to fulfil the statutory requirements of the council?</p>

	Key lines of explanation	<ul style="list-style-type: none"> <li>➤ What proportion of planning applications will be determined by members?</li> <li>➤ Has this changed in the last few years? And are further changes anticipated?</li> <li>➤ Will there be area planning committees? Or a single council-wide committee?</li> <li>➤ Will executive members serve on the planning committees?</li> <li>➤ What will be the time commitment to the planning committee for members?</li> </ul>
<b>Planning</b>	Analysis	<p>The Council has one main Planning Committee comprising 13 members with 12 planning committee meetings in a regular year. Generally, there is a good level of attendance at what can be a very intense and complicated meeting, with 9.3 and 9.5 members attending on average over 2018/19 and 2019/20 respectively.</p> <p>A Planning Control committee meeting lasts on average 3 hours and there will be preparation time to read the committee reports and review the planning application documents (average 1 day per meeting).</p> <p>Only a minority of planning applications are determined by members, with 5%, 5% and 4% being considered in 2017/18, 2018/19 and 2019/20 respectively. Most decisions will be determined by delegated decisions. This reinforces for the position in terms of the most recent changes to the operation of the committee. New Legislation, General Permitted Development Order 2015 (GPDO) gave people more scope to build bigger extensions under permitted development thus resulting in fewer people needing to apply for planning permission. Also, this supported the need to encourage planning control committees to determine more important place making planning applications rather than small scale development proposals in line with Planning Advisory and Government Planning guidance.</p> <p>Some examples of place making applications considered are:</p> <ul style="list-style-type: none"> <li>• 63633 - Bevis Green Works, Mill Road, Bury, BL9 6RE – 8/10/19 - PCC  <a href="https://councildecisions.bury.gov.uk/ieListDocuments.aspx?CId=134&amp;MId=2430&amp;Ver=4">https://councildecisions.bury.gov.uk/ieListDocuments.aspx?CId=134&amp;MId=2430&amp;Ver=4</a></li> <li>• 62969 - East Lancs Paper Mill, Church Street East, Radcliffe, Manchester, M26 9PG – 18/12/18 - PCC  <a href="https://councildecisions.bury.gov.uk/ieListDocuments.aspx?CId=134&amp;MId=2251&amp;Ver=4">https://councildecisions.bury.gov.uk/ieListDocuments.aspx?CId=134&amp;MId=2251&amp;Ver=4</a></li> <li>• Radcliffe Metrolink Car Park, Spring Lane, Radcliffe, Manchester, M26 2ST – 65354 -  <a href="https://councildecisions.bury.gov.uk/ieListDocuments.aspx?CId=134&amp;MId=2644&amp;Ver=4">https://councildecisions.bury.gov.uk/ieListDocuments.aspx?CId=134&amp;MId=2644&amp;Ver=4</a></li> </ul> <p>There are no plans to change this approach in the near future.</p>

		<p>The Planning Advisory service state that usually, a Cabinet Member would not be appointed to the Planning Committee. No Cabinet members have been appointed to the Planning Committee in Bury for the year 2020-2021.</p> <p>Meetings have been well attended over the last two years, demonstrating the commitment of councillors to these duties. With a more place-making approach, as mentioned above, the use of members' time to support these meetings will be more effective. This should reduce additional commitments for site visits prior to meetings, as so ensure meetings continue to be well attended. We believe that this commitment will continue in the future, being effectively met through the existing number of 51 councillors.</p>
<b>Licensing</b>	Key lines of explanation	<p>➤ How many licencing panels will the council have in the average year?</p> <p>➤ And what will be the time commitment for members?</p> <p>➤ Will there be standing licencing panels, or will they be ad-hoc?</p> <p>➤ Will there be core members and regular attendees, or will different members serve on them?</p>
	Analysis	<p>There is one Licensing and Safety Committee. This deals with all aspects of licensing in line with the Licensing Act 2003. There are 13 members on the Committee, with average attendance of 8.6 and 8.5 members over each of the last two years. If there is an application for expedited review of a licence then a remote hearing will be held with three members; usually the Chair, Vice Chair and one other member from the Committee.</p> <p>The Council programmes meetings of the Licensing and Safety Committee approximately every four weeks. Last year, [13] were held. The meetings will generally consider issues such as award or withdrawal of premises licences or applications for / withdrawal or suspension of hackney carriage / private hire licences.</p> <p>Member preparation time may take a day for each meeting. Special meetings, called expedited hearings are meetings conducted by email in special circumstances when the police require a temporary closure of a premises due to serious criminal activity.</p> <p>Demands on members' time for this meeting has increased this year, rising from just over an average of one hour per meeting in 2018/19 and 2019/20 to two hours in 2020/21. This demonstrates the increased expectations and involvement expected from members. While it could be stated that this justifies an increase in the number of members, we believe that attendance rates show these demands are sustainable with the</p>

		current number of members. However, we firmly believe that a decrease in the number of members could seriously impact on the Council's ability to perform effectively in this area.
<b>Other Regulatory Bodies</b>	<i>Key lines of explanation</i>	<p>➤ <i>What will they be, and how many members will they require?</i></p> <p>➤ <i>Explain the number and membership of your Regulatory Committees with respect to greater delegation to officers.</i></p>
	Analysis	<p><b>Standards Committee</b></p> <p>The Council has appointed a Standards Committee consisting of 9 elected members to promote the highest ethical standards among members and to consider allegations of breach of the member code of conduct. The meeting is chaired by the Mayor. There are 4 meetings per year of the main committee, with the issues considered in the current year including, the Code of Conduct for Members, Constitution Review, the highly relevant holding of virtual meetings and the Member Development Strategy.</p> <p>Sub committees can be called consisting of 3 members to deal with complaints or allegations of breach of the member code of conduct.</p> <p><b>Audit Committee</b></p> <p>The Council has appointed a Committee of 9 non-executive-council members, with attendance over the last two years of 6.25 and 7.5 members. The Committee meets 4 times a year and receives finance updates on the state of the Council and is part of the annual budget setting process.</p> <p>It has engaged CIPFA to carry out a fundamental review of the work of the Committee and its remit alongside a review of the internal audit service. This Review will offer guidance on best practice and may make recommendations to full Council about its future role and composition. The Council is committed to rigorous internal regulation and it is not anticipated that the membership of the Audit Committee in future will be diminished, particularly as the Council grapples with significant budget reductions and increasing demand. The Council strongly supports the introduction of independent member input into the role of this regulatory body in future.</p>
<b>External Partnerships</b>		Service delivery has changed for councils over time, and many authorities now have a range of delivery partners to work with and hold to account.

<p><i>Key lines of explanation</i></p>	<ul style="list-style-type: none"> <li>➤ <i>Will executive members serve on decision-making partnerships, sub-regional, regional or national bodies?</i></li> <li>➤ <i>How many councillors will be involved in this activity? And what is their expected workload? What proportion of this work is undertaken by portfolio holders?</i></li> <li>➤ <i>What other external bodies will members be involved in? And what is the anticipated workload?</i></li> </ul>
<p>Analysis</p>	<p><b>Partnerships and Outside Bodies</b></p> <p><b>NHS Clinical Commissioning Group Partnership – One Commissioning Organisation</b></p> <p>Service delivery has changed for councils over time, and many authorities now have a range of delivery partners to work with and hold to account.</p> <p>The Council has established an innovative partnership with the NHS Clinical Commissioning Group in Bury. In July 2019 the Council agreed to the setting up of the Strategic Commissioning Board as a joint committee of the Council to operate from 1 October 2019. The Report makes it clear that this joint committee will not replace either of the existing statutory bodies, instead it will be a Joint Committee of the two statutory organisations established under Regulation 10(2) of the NHS Bodies and Local Authorities Partnership Arrangements Regulations 2000.</p> <p>The Board was to be given wide ranging responsibility for all matters relating to health, social care and the Council's "health related" functions ( set out in full below), which can be delegated to it (subject to reserved matters). As the Report recognised, Council was not able to complete the delegations to the SCB as the Council's health related functions are executive functions and Cabinet would need to formally agree this before the delegated powers could be used.</p> <p>On 4 September 2019 the Cabinet agreed to delegate its executive functions for health, social care and health related functions as set out below with effect from 1 October 2019.</p> <p>It was also envisaged that there will be alignment of wider Council, CCG and public services by inclusion so far as legally possible within the role of the Board, so that members of the Clinical Commissioning Group Governing Body and Councillors can contribute to and make decisions to benefit the population of Bury. In respect of this and the aligned funds, the Board will be an advisory group making recommendations for decision to the Cabinet or CCG Governing Body.</p>

	<p>Provision was also to be made to ensure the duties and responsibilities of the statutory roles of Director of Children's Services, Director of Adult Social Care Services, Director of Public Health, Section 151 officer and Monitoring Officer are reflected in the decision making arrangements. This has not yet been confirmed</p> <p>The necessary amendments to be made to the council constitution will be confirmed as part of the Constitution Review going to November 2020 Council. Updated Bury Council Constitution</p> <p>In conclusion, it is confirmed that the SCB is a properly constituted joint committee with delegated powers to make decisions in relation to the Council's health related functions subject to the reserved matters ( in a separate schedule ) but which generally have to be carried out by a specified body or officer.</p> <p>In October 2019, the SCB endorsed a paper that set out the governance and supporting administration arrangements that have been developed to enable the Strategic Commissioning Board to operate efficiently and effectively in discharging the duties delegated to it from the Council Cabinet and CCG</p> <p>It reflected the ambition of the Locality Plan to desire to form a 'One Commissioning Organisation' which would have a remit to:</p> <ul style="list-style-type: none"> <li>• Bring together health and social care commissioning functions of the CCG and Council into one structure;</li> <li>• Create pooled and aligned budget arrangements for health and social care;</li> <li>• Develop a single health and social care commissioning strategy;</li> <li>• Create a shared approach to maximizing social value;</li> <li>• Strategically commission for outcomes against a wide ranging and dynamic local evidence base; and</li> <li>• Recognise the role of the new Local Care Organisation as a single provider accountable for delivering all age services at a neighbourhood level.</li> </ul> <p>Significant progress has been made in many aspects of the ambition of the one commissioning organisation listed, and further strengthen by the appointment of the joint post of Executive Director for Strategic Commissioning.</p> <p><b><u>Persona</u></b></p>
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Persona was created 1 October 2015 and is a local authority trading company which supports adults with social care in Bury. Their aim is to enable adults to thrive not just survive, despite the challenges they may face due to age, disability or vulnerability.

At the time of the formation of Persona, the Council nominated a non-executive member to their board. . The Council is currently seeking to identify an appropriate nominee to the Persona Board, as this position involves more than them simply being the Council representative but will require them to have a particular skill set to understand the work carried out by Persona, their financial structures, and be able to commit a considerable portion of their time

### **Six Town Housing**

In 2005, the Council established a wholly owned company; Six Town Housing to manage Council owned housing stock of approximately 7,577 core social rent properties and 363 leasehold properties; along with 137 other properties (103 owned directly by Six Town Housing and 34 on behalf of Mosscafe St Vincent's Housing Group (MSV)). It currently nominates four Councillor Directors to its Board and receives its report and agrees its Annual Report to Tenants and Business Plan on an annual basis.

The Council has also established Radcliffe Regeneration Board, with a view to the regeneration of Radcliffe, an area in desperate need of regeneration.

In addition, the Leader and/or the Council makes appointments of Councillors to approximately 50 partnership organisation and external bodies such as, Age Concern, Voluntary Service Bury, SLAM, Local Government Association Committees and Greater Manchester Councils working groups, There is a total of 78 appointments in this category. A full list of these appointments can be found in the Annual Appointments for 2020/21 [<<insert link>>](#).



## Community Involvement

9. The Commission understands that there is no single approach to community leadership and that members represent, and provide leadership to, their communities in different ways. The Commission wants to know how members are required to provide effective community leadership and what support the council offers them in this role. For example, does the authority have a defined role and performance system for its elected members? And what support networks are available within the council to help members in their duties?

Topic		Description
Community Leadership	Key lines of explanation	<ul style="list-style-type: none"> <li>➤ <i>In general terms how do councillors carry out their representational role with electors?</i></li> <li>➤ <i>Does the council have area committees and what are their powers?</i></li> <li>➤ <i>How do councillors seek to engage with their constituents? Do they hold surgeries, send newsletters, hold public meetings or maintain blogs?</i></li> <li>➤ <i>Are there any mechanisms in place that help councillors interact with young people, those not on the electoral register, and/or other minority groups and their representative bodies?</i></li> <li>➤ <i>Are councillors expected to attend community meetings, such as parish or resident's association meetings? If so, what is their level of involvement and what roles do they play?</i></li> <li>➤ <i>Explain your approach to the Area Governance structure. Is your Area Governance a decision-making forum or an advisory board? What is their relationship with locally elected members and Community bodies such as Town and Parish Councils? Looking forward how could they be improved to enhance decision-making?</i></li> </ul>
	Analysis	<p>All councillors take an active role in the communities they represent. As shown from the diary monitoring, members attend meetings with individuals and groups in their wards as required. The restrictions associated with the Covid 19 pandemic have led to councillors having to be innovative to work in different ways. Surgeries have normally been held by councillors to allow their constituents to contact them with any queries they might have. However, these have had to be suspended, with members offering a range of other ways for communication being offered, such as telephone or email. The Council's website has been updated for each member to clarify alternative arrangements offered by each councillor.</p> <p>Members also have a £1,000 discretionary budget to support community initiatives in their wards. The mechanisms for the distribution of this funding is at the discretion of each councillor.</p> <p>All councillors are school governors, allowing them to be aware of and influence issues affecting young people in the Borough, and also acting as role models.</p> <p>The Council also operates a Youth Cabinet which is attended by a number of councillors. To empower the</p>

		<p>younger members, chairing duties are shared between a councillor and member of the Youth Cabinet. The group meets six times a year, with meetings lasting for two hours, and has received reports from its members on a range of issues, including the appointment of new senior members of staff involved with education and the launch of the Town of Culture status, and debating issues ranging from reintroduction of the death penalty to Christmas Day during Covid restrictions. The success of the Youth Cabinet at involving younger people in politics has been demonstrated in recent years by one current councillor and at least one former councillor having amongst its members.</p> <p>Finally, members also have a duty and commitment to young people, both in their responsibilities as Corporate Parent and supporting the Children's Trust Board.</p> <p>As has been previously noted, the positive impact of the Covid 19 pandemic has been the local community response and the Council's establishment of Community Hubs to provide support to, in particular, the most vulnerable members of the community and especially those people required to 'shield'.</p> <p>This work will be developed with the local Voluntary Community and Faith Alliance (VCFA) but local Councillors will be expected to take an increasingly hands-on approach to liaising with and supporting the communities that they represent. Their new role of 'Community Connectors' will require a greater time and resource commitment as they act as enablers to their constituents.</p> <p>Although it is expected that the role of councillors supporting their local communities, including as Community Connectors, will increase in the future, we believe that the current number of 51 councillors will be sufficient to ensure this is delivered effectively. Members will be fully briefed and developed into their new roles, including through a new and improved member development programme</p>
<b>Casework</b>	<i>Key lines of explanation</i>	<ul style="list-style-type: none"> <li>➤ <i>How do councillors deal with their casework? Do they pass it on to council officers? Or do they take a more in-depth approach to resolving issues?</i></li> <li>➤ <i>What support do members receive?</i></li> <li>➤ <i>How has technology influenced the way in which councillors work? And interact with their electorate?</i></li> </ul>

	Analysis	<p>Councillors will take the lead to champion their casework. The diaries attached &lt;&lt;insert link / Appendix&gt;&gt; show their estimated time commitment over the course of one week. Councillors will typically liaise with Executive Directors for response.</p> <p>Recently, the Council trialled a Council Casework system to allow problems to be reported using an App. However, a combination of teething problems with the system and limited take up, has led to this work being undertaken through the Council's Contact Centre. This has been seen to be a more effective way of resolving problems, as queries can be more efficiently and immediately be sent to the correct point for response, rather than the Casework System potentially introducing an additional layer of bureaucracy.</p> <p>While many councillors have embraced new initiatives and used new technology, some have preferred the personal contacts and officer networks that they have developed over a number of years. While this can result in faster resolution to their queries, this can often not be the most appropriate or most efficient use of resources.</p>
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## Other Issues

10. Respondent may use this space to bring any other issues of relevance to the attention of the Commission.

We believe that the time commitments of councillors is detailed in the sections above. However, we would also stress the commitment expected of a cross section of members to the Council's AGMA (Association of Greater Manchester Authorities). Bury is the smallest of the ten councils in AGMA, and so has fewer members available to support the range of AGMA and associated meetings. In particular, the Leader of the Council devotes a considerable amount of time to this work. This time commitment can vary according to the issues being discussed, however, notably in recent weeks, the joint AGMA response to Tier 3 discussions has taken up a considerable amount of time.

## Summary

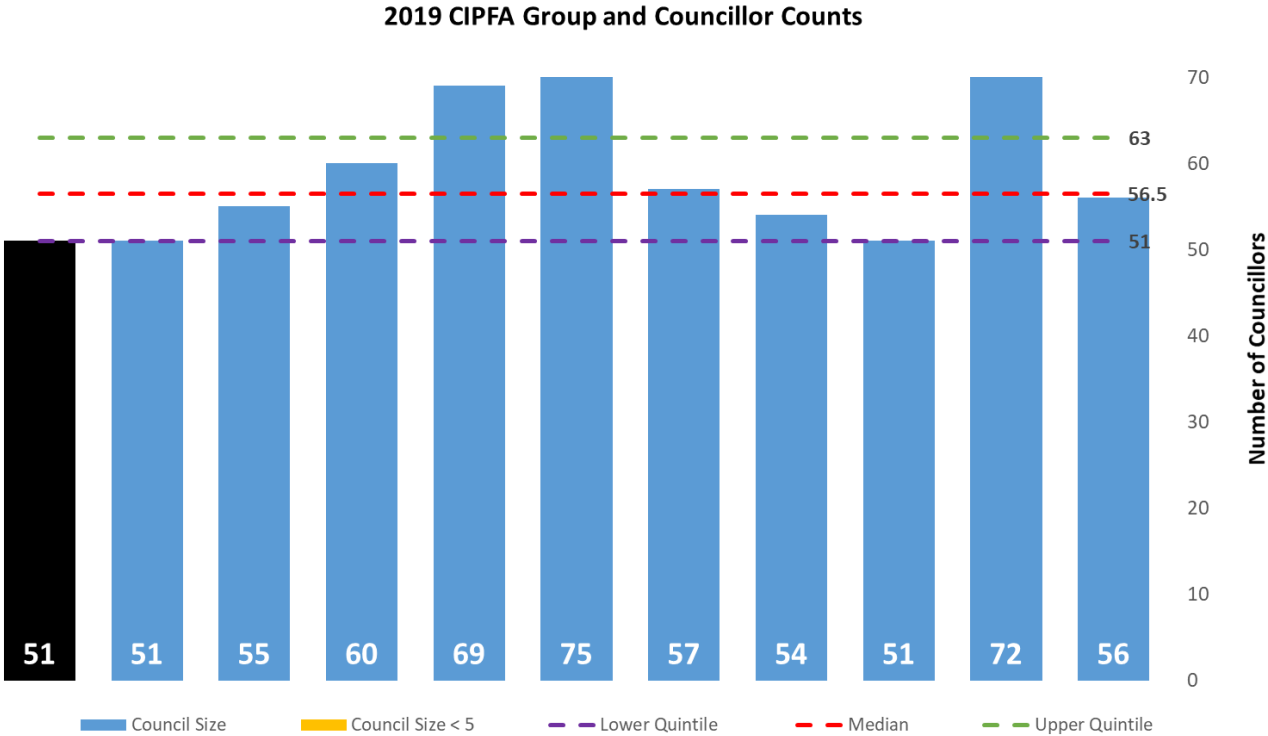
11. In following this template respondents should have been able to provide the Commission with a robust and well-evidenced case for their proposed council size; one which gives a clear explanation as to the number of councillors required to represent the authority in the future. Use this space to summarise the proposals and indicate any other options considered. Explain why these alternatives were not appropriate in terms of their ability to deliver effective Strategic Leadership, Accountability (Scrutiny, Regulation and Partnerships), and Community Leadership.

As part of our work to review the Council size, we have considered a reduction in the number of councillors. However, we have compared our size both with CIPFA nearest neighbours and other authorities in the Greater Manchester region and feel that we are already a small council and any reduction in the number of councillors would severely impact on our councillors' ability to work with and support their individual constituents and community groups in their wards. This will be increasingly relevant as councillors take on their role as Community Connectors to support our Bury 2030 strategy.

Similarly, the role of elected members in both strategically leading (via Cabinet and deputies) and challenging (via scrutiny) future direction of the Council has increased this year. We intend to maintain and further develop this level of involvement and related time commitment in the future.

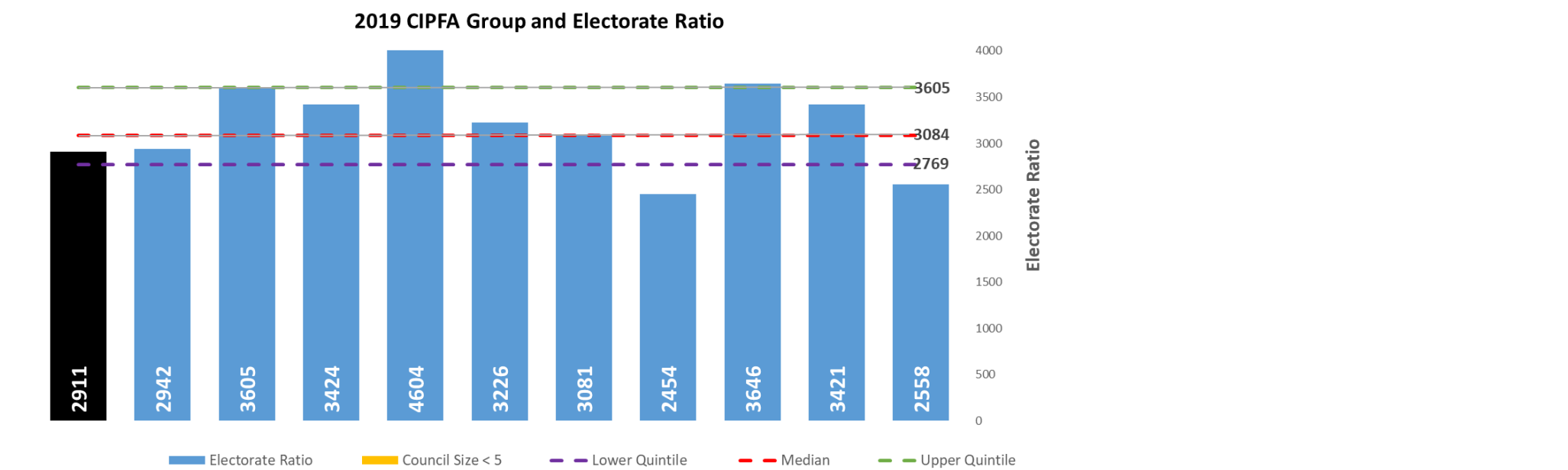
We have also compared the average number of constituents to councillor in the CIPFA nearest neighbour group and across Greater Manchester mentioned above. We believe that these ratios are currently very similar across all authorities, however, with Bury's ratio predicted to increase in the future with expected population growth in the Borough workloads per councillor

are set to further increase as Bury is a highly popular residential area, both through smaller-scale development opportunities, but also in our response to increase development as part of the Greater Manchester Spatial Framework (GMSF).



While this could indicate that Bury has a shortfall in the number of councillors, particularly when comparisons are made with other Greater Manchester authorities who have considerably more councillors and yet have equal responsibilities and commitments to support the work of the combined authority. (E.g. Bolton at 60, Wigan at 75, and Tameside at 57).

However, the number of electors represented by each councillor should also be considered, as this indicates the potential workload and time commitment required from each councillor. The table below shows this information against the same comparator group. This shows a slightly different picture with some councils with more councillors than Bury having higher commitments per councillor in terms of the number of electors they each represent on average. Overall, in terms of elector representation per councillor, Bury does not appear to show as under-representation as the bar chart looking at councillor numbers alone appears to show.



Almost all of Bury’s councillors are in full or part time employment or education, therefore, if any reduction in numbers occurred, this would place excessive and unsustainable pressure on remaining councillors and potentially result in a loss of skills basis and expertise.

Due to the current, relatively low number of councillors in the Borough, we have considered the appropriateness of increasing the number. We believe that due to increasing workloads, we would have a strong case to increase the number of councillors. However, due to the current austerity regime and financial pressures placed on the country as a whole and local councils in

particular as a result of the global pandemic, we believe that any such request would be inappropriate and insensitive at the present time.

**Therefore, we propose that the number of councillors in Bury remains unchanged at 51.**

We recognise that the LGBCE can determine whether there are one, two or three councillors per ward. We request that the current situation of 3 councillors per ward remains the same.

By remaining at three councillors per ward, this allows workloads to be evenly distributed amongst the councillors elected per ward, maximising the individual skills, interests and particular expertise of different councillors. As stated previously, the majority of Bury's councillors work or study, full or part time, and can often have commitments to young families. By distributing the workload of a particular ward to make it more manageable, allows parties to attract the most skilled and able candidates. Having three councillors per ward also allows for better local support networks to newer candidates. Also, in the event of any sickness (something particularly relevant at the present time) or maternity / paternity absence, the other councillors will be able to pick up workloads on a temporary basis, thereby ensuring that no constituents are denied representation for even a short period of time.

There are currently 9 councillors with cabinet responsibilities, along with 10 deputies, representing over a third of the current number of elected members in the Borough. By allowing these councillors to devote time to supporting the strategic direction of the Council, remaining councillors in a ward are able to pick up any additional workloads from their constituents.

Finally, we request that we remain at three councillor wards in the best interests of democracy. Bury is peculiar in that while many wards are represented by three councillors from the same political party, there are also a number that vary in political composition on a frequent basis potentially either as a response to national government of the time, local issues or individual popularity of a candidate. Electors may not feel as inclined to make these individual choices or statements if they had only one candidate to choose from.

We know that you will take our submission into account prior to making your final decisions. We also look forward to working with you in the New Year, as part of the next stages of this review.

### Step 1 – Calculate the Average Electorate Registration Rate for the Borough (2017 to 2020)

	2017 (Jan)	2018 (Jan)	2019 (Jan)	2020 (Jan)
Registered Electors	140,800	141,703	142,469	148,659

	2017 (Mid Yr)	2018 (Mid Yr)	2019 (Mid Yr)	2020 (Mid Yr)
Voting Age Population	146,012	146,966	147,659	148,254

	2017	2018	2019	2020
Registration Rates (%)	96.4	96.4	96.5	100.3

#### Average Registration Rate

Last 4 Years (to Jan 2020)	97.4
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Note: the 100.3% registration rate will need explaining – the ONS population estimates count students at their term time address but students can register and are eligible to vote at their term time and home address. Registration rates also influenced by the December 2019 Parliamentary elections which were contentious (the Brexit election) and Bury contained two marginal seats (push by parties to get their support registered) – anecdotal.

### Step 2 – Calculate the Projected Total Electorate for the Borough as at 2026

	2026
Projected Voting Age Population (ONS 2018 based)	152,227
Projected Electorate (based on 97.4% Registration Rate)	148,269



### Step 3 – On a Site by Site Basis - Calculate the Number of New Dwellings By Polling District To Be Built by 2026

Site Ref	Location	Polling District	Units Contributed 2020 to 2026
HL/2353/00	Land to the west of Manchester Road, Ramsbottom, Bury, BL0	AA	35
HL/2833/00	258 Whalley Road and Adjacent Land, Shuttleworth, Ramsbot	AA	1
HL/2949/00	Land adjacent to Fletcher Bank garage (opposite Peel Brow) V	AA	2
HL/2578/00	Land west of Woodhill Farm, Bank Lane, Ramsbottom	AA	15
HL/2070/00	Cobden Mill, Square Street, Ramsbottom	AC	13
HL/2681/00	Land off Dorothy Street, Ramsbottom, Bury, BL0 9QJ	AD	1
HL/2694/00	Bank Top Farm, Moorbottom Road, Holcombe, Bury, BL8 4NP	AF	1

**\*\* Sample Extract of the site by site data**

Note: The BCE guidance emphasises that only sites with a high degree of certainty should be included in the forecasts. As such only Category 1 (sites under construction) and Category 2 (sites with Planning Permission) were included. A size threshold of 30 units is suggested in the guidance but sites of 10 or more units were included due to the high number of completions on small windfall sites across the Borough. The SHLAA provides further details on deliverability / trajectories etc.

### Step 4 –Calculate the Average Number of Electors per Dwelling by Polling District (4Yr Average)

PD	Jan-17			Jan-18			Jan-19			Jan-20			Jan 2017 to Jan 2020 (Average)		
	Electorate	Dwellings	Elect:Dwell Ratio	Electorate	Dwellings	Elect:Dwell Ratio	Electorate	Dwellings	Elect:Dwell Ratio	Electorate	Dwellings	Elect:Dwell Ratio	Electorate	Dwellings	Elect:Dwell Ratio
OA	1,072	574	1.87	1,068	574	1.86	1,069	574	1.86	1,091	575	1.90	1,075	574	1.87
OB	1,236	883	1.40	1,271	884	1.44	1,293	891	1.45	1,373	891	1.54	1,293	887	1.46
OC	3,279	1,979	1.66	3,402	1,980	1.72	3,432	1,980	1.73	3,521	1,980	1.78	3,409	1,980	1.72
OD	1,551	970	1.60	1,547	970	1.59	1,561	970	1.61	1,631	970	1.68	1,573	970	1.62
OE	841	580	1.45	830	578	1.44	832	578	1.44	893	578	1.54	849	579	1.47
GA	1,973	1,273	1.55	1,984	1,270	1.56	2,002	1,271	1.58	2,046	1,273	1.61	2,001	1,272	1.57
GB	2,001	1,084	1.85	2,012	1,084	1.86	2,023	1,084	1.87	2,071	1,084	1.91	2,027	1,084	1.87
GC	1,483	801	1.85	1,482	801	1.85	1,487	801	1.86	1,527	801	1.91	1,495	801	1.87
GD	1,497	756	1.98	1,490	756	1.97	1,481	756	1.96	1,503	756	1.99	1,493	756	1.97
GE	1,430	794	1.80	1,410	794	1.78	1,424	795	1.79	1,460	795	1.84	1,431	795	1.80

\*\* Sample Extract

### Step 5 –Calculate the Number of New Electors from New Build Development by Polling District

Site Ref	Location	Polling District	Av. Electors per Dwelling	Units Contributed 2020 to 2026	Electorate Contributed 2020 to 2026
HL/2353/00	Land to the west of Manchester Road, Ramsbottom, Bury, BL0	AA	1.74	35	61
HL/2833/00	258 Whalley Road and Adjacent Land, Shuttleworth, Ramsbot	AA	1.74	1	2
HL/2949/00	Land adjacent to Fletcher Bank garage (opposite Peel Brow) V	AA	1.74	2	3
HL/2578/00	Land west of Woodhill Farm, Bank Lane, Ramsbottom	AA	1.74	15	26
HL/2070/00	Cobden Mill, Square Street, Ramsbottom	AC	1.52	13	20
HL/2681/00	Land off Dorothy Street, Ramsbottom, Bury, BL0 9QJ	AD	1.71	1	2
HL/2694/00	Bank Top Farm, Moorbottom Road, Holcombe, Bury, BL8 4NP	AF	1.89	1	2
HL/2340/00	Redisher Works, Holcombe Old Road, Holcombe Brook, Rams	AF	1.89	22	42
HL/2647/00	Masons Arms, 241 Walmersley Old Road, Bury, BL9 6RU	BA	1.78	3	5
HL/1981/00	Works opposite 101 Mather Road, Bury	BA	1.78	24	43
HL/2303/00	Tetrosyl Site, Bevis Green Works, Walmersley Old Road, Bury	BA	1.78	190	338
HL/2995/00	Land off Kay Street, Summerseat, Bury	BB	1.72	16	28

\*\* Sample Extract of the site by site data

### Step 6 –Calculate the Unconstrained Electorate Forecast for each Polling District (Projected Electorate + New Build Electorate)

PD	Ward	Jan 2020 Electorate	New Build Electorate 2020 to 2026	Existing Electorate Plus New Build
OA	Besses Ward	1,091	0	1,091
OB	Besses Ward	1,373	0	1,373
OC	Besses Ward	3,521	26	3,547
OD	Besses Ward	1,631	0	1,631
OE	Besses Ward	893	16	909
GA	Church Ward	2,046	0	2,046
GB	Church Ward	2,071	0	2,071
GC	Church Ward	1,527	0	1,527

\*\* Sample Extract

## Step 7 – Calculate the Constraining Factor To Apply to the Unconstrained Forecasts

UNCONSTRAINED ELECTORATE (2026)	150,541
ONS BASED CONSTRAINED ELECTORATE FORECAST (2026)	148,269
CONSTRAINING FACTOR APPLIED TO PD UNCONSTRAINED ELECTORATE	0.985

## Step 8 – Calculate the Constrained Electorate Forecast (Projected Unconstrained Electorate x Constraining Factor)

PD	Ward	Jan 2020 Electorate	New Build Electorate 2020 to 2026	Unconstrained Electorate (Existing Electorate Plus New Build)	Electorate Constrained to ONS 2026 Projection
OA	Besses Ward	1,091	0	1,091	1,075
OB	Besses Ward	1,373	0	1,373	1,352
OC	Besses Ward	3,521	26	3,547	3,493
OD	Besses Ward	1,631	0	1,631	1,606
OE	Besses Ward	893	16	909	895
GA	Church Ward	2,046	0	2,046	2,015
GB	Church Ward	2,071	0	2,071	2,040
GC	Church Ward	1,527	0	1,527	1,504

## Step 9 – Calculate Electoral Forecasts and Variance for each Ward (to 2026)

PD - Ward Code	Projected Electorate - Mid Year 2026		
	Electorate	Absolute Deviation	% Deviation from average
Besses	8,422	-300	-3.4
Church	8,479	-243	-2.8
East	8,943	221	2.5
Elton	8,805	83	1.0
Holyrood	8,806	84	1.0
Moorside	9,073	351	4.0
North Manor	8,631	-91	-1.0
Pilkington Park	7,713	-1,009	-11.6
Radcliffe East	9,612	890	10.2
Radcliffe North	8,814	92	1.1
Radcliffe West	8,666	-56	-0.6
Ramsbottom	9,360	638	7.3
Redvales	9,481	759	8.7
Sedgley	9,312	591	6.8
St Marys	8,646	-76	-0.9
Tottington	8,118	-604	-6.9
Unsworth	7,390	-1,332	-15.3
<b>Total</b>	<b>148,269</b>		
<b>Average</b>	<b>8,722</b>		

## Appendix 2 – Bury Metropolitan Borough Council – Projections of Residential Developments

To Follow

### Appendix 3 – Councillor Meeting Commitments

Please see separate Excel spreadsheet.

## Appendix 4 – Bury Metropolitan Borough Council – Cabinet Timetable and Agendas

### **30 January 2019**

- Local Government Association (LGA) Corporate Peer Challenge Review report
- Corporate Performance Update Quarter 2 2018/19
- Agreement of Bury Council NJC Pay Spine 2019

### **20 February 2019**

- Corporate Financial Monitoring Report April 2018 to December 2018
- Draft Housing Revenue Account 2019/20
- Revenue Budget 2019/20
- Treasury Management Strategy and Prudential Indicators 2019/20

### **12 March 2019**

- Bury Council Policy for Highway Safety Inspection.
- Greater Manchester's Clean Air Plan – Business Case (OBC)
- Mutually Binding Agreement 2019/20
- Strategic Investment (Manchester Airport) ***Closed item***

### **17 April 2019**

- Approval of revised Housing Management Agreement between the Council and Six Town Housing plus related matters

## 25 June 2019

- Revenue and HRA Outturn 2018/19
- Capital Outturn 2018/19
- Treasury Management Annual Report 2018/19
- Council's use of Glyphosate Herbicide

## 24 July 2019

- Corporate Financial Monitoring Report – April 2019 to June 2019
- Bury Town Centre Business Improvement District Proposal (BID)
- Outline business case – Persona Care & Support
- Greater Manchester (GM) Full Fibre Roll Out
  - Revised Supplementary Planning Document – Alterations and Extensions to Residential Properties
  - Annual Residents Parking Review
  - Acquisition of 458 Bury New Road, Prestwich - Part a
  - Acquisition of 458 Bury New Road, Prestwich - Part b ***Closed item***

## 4 September 2019

- Establish a Corporate HR Service for the Council
- Strategic Commissioning Function (Governance of the Integrated Health & Social care Commissioning System)
- Replacement of Concrete and Steel Lighting Columns, including LED Lantern Replacement
- ANNUAL APPOINTMENTS UPDATE 2019-20
- Fire Station Disposal Closed item



**23 September 2019**

- Urgent Business-Bury FC Update Report
- April Cabinet Report – Update

**16 October 2019**

- Prestwich Way Forward Options
- Approval of a Management Arrangement between the Council and the Jewel Foundation
- Annual Appointments Update 2019-20

**13 November 2019**

- Corporate Financial Monitoring Report – April 2019 to August 2019
- Children’s Centres – Management Arrangements
- Radcliffe – Secondary School Provision

**11 December 2019**

- Treasury Management Strategy – Mid Year Review 2019/20
- Waste Levy Allocation
- SPD6 Consultation Report
- Physical Activity Strategy

### **13 January 2020**

- Corporate Restructure Proposals
- Radcliffe Strategic Regeneration Framework
- Greater Manchester's Clean Air Plan – Tackling Nitrogen Dioxide Exceedances at the Roadside – Update
- Town of Culture 2020
- Appointment of Mayor 2020/21

### **26 February 2020**

- Radcliffe – Secondary School Provision
- Lease of land off Spring Lane, Radcliffe
- Full Fibre Update
- Month 9 Corporate Financial Monitoring Report
- Treasury Management Report
- Housing Revenue Account
- Joint Revenue & Capital Programme

### **11 March 2020**

- Bury Integrated Commissioning Fund
- ICT Capital Strategy
- Radcliffe Regeneration Update

### **13 May 2020**

- Markets Task Force Report
- East Lancashire Paper Mill ( ELPM)
- LCO Contract Extension
- Budget Update

## 10 June 2020

- Radcliffe Strategic Regeneration Framework
- Corporate Capacity Proposals
- Proposals for Springs Tenants Management Organisation
- Covid 19 update
- Resetting the Education Service in Bury / additional support
- First Phase Housing sites ***Closed item***
- I-Trent Contract ***Closed Item***

## 29 July 2020

- Covid-19 Response and Recovery Update
- The Council's Financial Position – 2019/20 Outturn
- The Council's Financial Position 2020/21 as at 30 June 2020
- Approach to Developing the medium term financial strategy 2021/22 – 2025/26
- Reserves Strategy
- Greater Manchester's Clean Air Plan – Tackling Nitrogen Dioxide Exceedances at the Roadside – Update
- Highway Investment Strategy - Tranche 2
  - Greater Manchester Highways Alliance Procurement Framework
  - Civil Financial Penalty Policy
  - Vehicle Replacement Strategy (Part A)
  - Next phase modelling of the housing development programme (Part A)
  - Local Outbreak Plan Resource Proposal
  - Vehicle Replacement Strategy (Part B) ***Closed Item***
  - Next phase modelling of the housing development programme (Part B Report) ***Closed Item***
  - Gypsy and Traveller Compensation arrangements ***Closed Item***

## 2 September 2020

- Treasury Management End of Year monitoring Position 2019/20
- Covid-19 Update
- Dedicated Schools Grant Recovery Plan
- Corporate Core Restructure
- Final Senior Management Capacity Proposals
- Clean Air Plan Consultation
- Car parking Charges
- Vehicle Replacement Strategy
- Bury Town Centre Masterplan
- Radcliffe Strategic Regeneration Framework
- Radcliffe Strategic Regeneration Framework (SRF) ***Closed Item***
- Procurement and tender of new gym equipment (£500k) across all three Leisure Centres ***Closed Item***
- Contract for the supply of Gas to Council Premises ***Closed Item***
- Park View Primary School – New Build Extension / Internal Remodelling and Demolition of Two Horsa Hut Buildings ***Closed Item***

## 14 October 2020

- Medium Term Financial Strategy and the Development of the 2021/22 Budget
- Covid 19 update
- Bury Strategy 2030
- Adoption of Revised Statement of Community Involvement
- Public Consultation on the Draft Housing Strategy
- Agile Working Model Pilot in Bury Town Centre sites
- Terms of Reference for the Radcliffe Regeneration Delivery Board

Appendix 5 – Bury Metropolitan Borough Council – Number of Council Questions since April 2019

Date of Meeting	Members of Public Present	Public Questions Submitted in Advance of Meeting with Supplementary Question Allowed	Public Questions Asked at Meeting, with no Supplementary Questions Allowed	Councillor Questions Submitted Prior to Meeting (Responded to at the Meeting)	Councillor Questions Asked at the Meeting
10 April 2019	35	3	4	23 (13)	9
15 May 2019 (Annual Council and Mayor Making)	12 / 160	-	-	-	-
10 July 2019	46	-	7	33 (18)	8
11 September 2019	70	2	8	33 (9)	-
27 November 2019	Cancelled	-	-	-	-
22 January 2020	30	11	-	30 (5)	-
26 February 2020	25	7	-	-	-
18 March 2020	None due to Covid restrictions	-	-	-	-
20 May 2020	None due to Covid restrictions	-	-	-	-
8 July 2020	None due to Covid restrictions	-	-	26 (9)	6
9 September 2020	None due to Covid restrictions	-	-	-	-
21 October 2020 (Special Meeting)	Cancelled	-	-	-	-

Appendix 6 – Bury Metropolitan Borough Council – Template from Councillor Diary Monitoring

**Week in the Life of a Bury Councillor**  
**(Sunday 23 February – Saturday 29 February 2020)**

Councillor \_\_\_\_\_

Councillor for \_\_\_\_\_ Ward

Bury Councillor for \_\_\_\_\_ years \_\_\_\_\_ months

**Overview of all my Councillor roles:**

(e.g. please state membership of which Council committees / working groups; school governor of which school; Council representative on which meetings internal / external to the Borough)

- 
-

Daily Councillor-related duties:

<b>EXAMPLE - DATE</b>	
<b>Morning</b>	<p>9am – 10am to deal with casework            11am -12 noon canvassing            or            One hour meeting with other ward councillors            or            DAY JOB</p>
<b>Afternoon</b>	<p>e.g. 2pm -4pm attended GM meeting in Rochdale            One hour meeting with xxx officer to discuss xxx            One hour meeting with local residents to discuss xxx            One hour chair's pre-meeting prior to scrutiny meeting            or            DAY JOB</p>
<b>Evening</b>	<p>e.g. 7pm – 9pm Political group meeting            One hour surgery            or            DAY JOB</p>

Date	
Morning	
Afternoon	
Evening	



## Appendix 7 – Bury Metropolitan Borough Council – Councillor Attendance at Meetings

Meeting	No of Members	Attendance 2018/2019	Attendance 2019/2020
Council	51	44	41
Cabinet	7	6	6
Planning Control Committee	13	9.3	9.5
Licensing & Safety Panel	13	8.6	8.5
Audit Committee	9	6.25	7.5
Overview & Scrutiny Committee	12	9.6	9.6
Health Scrutiny Committee	12	7.5	9
Health & Wellbeing Board	4	2.6	2