



NEWCASTLE·UNDER·LYME
BOROUGH COUNCIL

Governance Sub Committee Review of Electoral Arrangements – Council Size

Members will be aware that it was resolved by Full Council on the 26 November 2014 to establish a Governance Sub-Committee to consider the future governance arrangements of the Council.

One of the aspects of this review is to consider Council Size – the Local Government Boundary Commission for England defines Council Size as being the number of councillors who should represent the authority.

In order to assist in the determination of Council Size a short questionnaire has been designed to ascertain the workload and commitments of all Members in relation to the work you undertake in your capacity as a Newcastle under Lyme Borough Councillor. The Governance Sub-Committee would like to gather that information from you in advance of the forthcoming elections.

Please note your responses should relate to time spent on Newcastle Borough Council related matters only.

No	Question	Response
1	How many committee meetings (each month) do you attend in your capacity as a Newcastle Borough Council Member?	
2	On average how long do you spend preparing for each of these meetings i.e. reading agendas, raising queries, research etc?	
3	How much time do you spend on average each week on casework and queries from constituents?	
4	Do you hold surgeries for your residents?	Yes / No
5	If YES to question 4 above; (a) How frequently do you hold them? (b) On average, how long do these surgeries last?	(a) (b)

No	Question	Response
6	Do you produce newsletters for residents (Not including election literature)?	YES/NO
7	If YES to question 6 above ; (a) How often are these newsletters produced? (b) How much of your time is taken to produce each edition?	(a) (b)
8	How much time on average do you spend on producing election literature?	
9	In the past year have you; (a) Held any public meetings for residents, (b) Conducted ward walkabouts, or (c) Met with residents in their own homes?	(a) Yes/No (b) Yes/No (c) Yes/No
10	If the answer to any of the above in Question 9 is YES then in the past year ; (a) How many public meetings for Residents have you held? (b) How long did these residents meetings last on average? (c) How many ward walkabouts have you held? (d) How long did these ward walkabouts last on average? (e) How many times have you met with residents in their own homes? (f) On average how long do these visits take?	(a) (b) (c) (d) (e) (f)
11	How much time on average per week do you spend on other council business such as attending Town and Parish Council meetings, Outside Bodies where you are appointed to represent the Borough Council or LAP meetings in your capacity as a	

No	Question	Response
	Borough Councillor	
12	Do you use social media to engage with your constituents? If so, how much extra time does this take per week, if any?	
13	Is there any additional information that you would like to add that you feel may be useful;	

Thank you for taking the time to complete this questionnaire. Please return all responses to Liz Dodd, Audit Manager & Monitoring Officer no later than 5th June 2015