



Local Government  
**Boundary Commission**  
for Scotland

Coimisean Crìochan na h-Alba  
airson Riaghaltas Ionadail

# Annual Report 2018-19

[www.lgbc-scotland.gov.uk](http://www.lgbc-scotland.gov.uk)



## Chair's foreword

In 2018-19, following the passage of the Islands (Scotland) Act in the Scottish Parliament in May 2018, we prepared for, and in January 2019 commenced, our reviews of electoral arrangements for the following council areas which contain inhabited islands: Argyll and Bute, Na h-Eileanan an Iar, Highland, North Ayrshire, Orkney Islands and Shetland Islands.

The Act requires us to review, as soon as practicable, the electoral arrangements for these council areas; and allows us to propose one-member or two-member wards in those council areas, where those wards consist wholly or partly of one or more inhabited islands.

We began our reviews with the three council areas which do not contain part of the Scottish Mainland: Na h-Eileanan an Iar, Orkney Islands and Shetland Islands.

We held preparatory meetings with officials from these council areas, and drew up initial proposals for each, which we presented to the councils for a two-month **consultation period beginning on 20 March 2019**. **After considering the councils' responses**, we will hold a public consultation in summer 2019.

We will begin work on our reviews of the other three council areas specified in the Act in 2019-20.

In April 2018 we submitted our review of the administrative area boundary between Glasgow City council area and North Lanarkshire council area at Cardowan, near Stepps. Our recommendations were adopted by Scottish Ministers, and the new boundary came into effect on 1<sup>st</sup> April 2019.

Responsibilities for Scottish Parliament boundaries were transferred to us in 2017. In the expectation of a change to the statutory deadline of May 2022 via the Scottish **Government's planned electoral reform legislation**, we decided to defer the Review until closer to the date of the next scheduled election after 2022.

In November 2018 we hosted the annual meeting of the UK Boundaries Commissions in Edinburgh. This helped us learn from the recent experiences of other commissions, and we expect to draw on these experiences in progressing our Islands Reviews.

In 2018-19 we also welcomed two new Commissioners, bringing the Commission to a full complement of six members. They are Mr Gordon Macmillan, who joined us in November 2018, and Mr Jonathan Collins, whose appointment was announced in March 2019, and took effect in May 2019.



Ronnie Hinds  
Chair, Local Government Boundary Commission for Scotland  
June 2019

# Local Government Boundary Commission for Scotland Annual Report 2018-19

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This report covers the period 1 April 2018 to 31 March 2019. Copies are available from our website ([www.lgbc-scotland.gov.uk](http://www.lgbc-scotland.gov.uk)), or by request from our Secretariat.

# 1 The Commission

## 1.1 Background

The Local Government Boundary Commission for Scotland was established by the Local Government (Scotland) Act 1973. We are responsible for:

- reviews of local authority areas in Scotland;
- reviews of electoral arrangements for local authorities and
- reviews of Scottish Parliament constituencies and regions.

Our duties and powers pertaining to local authority areas and electoral arrangements for local authorities are detailed in the 1973 Act. Our duties and powers pertaining to the Scottish Parliament are detailed in the Scotland Act 1998 (as amended in 2016).

We are an advisory Non-departmental Public Body (NDPB) sponsored and wholly funded by the Scottish Government. We are an independent and non-political body.

## 1.2 Membership

The 1973 Act specifies that our membership comprises a Chair, Deputy Chair and up to four further Commissioners.

Members are appointed on a term basis and posts are filled through open competition using the procedures laid down by the Office of the Commissioner for Public Appointments in Scotland. Appointments are made by Scottish Ministers.

### 1.2.1 Chair

The Chair is Ronnie Hinds who was appointed for a 4 year term starting on 1 September 2013, and reappointed for a further 4 years until 31 August 2021.

### 1.2.2 Deputy Chair

The Deputy Chair is Ailsa Henderson who was appointed for a four year term starting on 1 December 2017. She was previously a Commissioner, having been appointed for a 4 year term starting on 1 September 2013, and reappointed for a further four years until 31 August 2021.

### 1.2.3 Commissioners

The Commission can include up to 4 Commissioners in addition to the Chair and Deputy Chair. Currently there are 4 such Commissioners:

- Roland Bean, appointed for a 4 year term starting on 1 November 2013 and reappointed for a further four years until 31 October 2021;
- Sue Walker, appointed for a 4 year term starting on 1 November 2013 and reappointed for a further four years until 31 October 2021;
- Gordon Macmillan, appointed for a 4 year term starting on 19 November 2018; and
- Jonathan Collins, appointed for a 4 year term starting on starting on 21 May 2019.

## 1.3 Meetings

The Commission met 6 times during 2018-19, reflecting the workload in preparing for and commencing the reviews of electoral arrangements for local authority areas with inhabited islands, beginning with Na h-Eileanan an Iar, Orkney Islands and

Shetland Islands. Agendas, papers and minutes of our meetings are available on our website.

#### 1.4 Code of Conduct

We have a Code of Conduct issued in 2014 by Scottish Ministers under the Ethical Standards in Public Life etc. (Scotland) Act 2000. The Code of Conduct is available on our website. A copy can be provided on request.

#### 1.5 Register of Commissioners' Interests

We maintain a Register of Interests of Commissioners, in accordance with the **Commissioners' Code of Conduct**. The Register of Interests is reviewed annually and is available on our website. A copy can be provided on request.

## 2 Secretariat

We are supported by a small Secretariat. Schedule 4 to the Local Government (Scotland) Act 1973 provides that Scottish Ministers may appoint a Secretary to the Commission, after consultation with us. **The Secretary, who is the Secretariat's senior officer, is normally a civil servant assigned from the Scottish Government.**

The work of the Secretariat includes:

- facilitating boundary reviews;
- dealing with the everyday administrative matters relating to our business such as finance, purchasing and accommodation;
- liaising with other UK Commissions and government departments with an interest in boundary matters; and
- responding to general and other correspondence concerning boundary issues.

The Secretary is currently Isabel Drummond-Murray who has been in post since October 2014.

Staff of the Secretariat are also normally assigned from the Scottish Government. The number of staff assigned is dependent on the volume of review activity and the need to develop, maintain and update information systems and respond to enquiries etc. During the year 2018-19, the assignment of Secretariat staff to support the Commission was as follows:

Post	Full-time equivalent
Secretary	0.5
Review Managers	0.5
Review Officers	1.5
IT + Database Manager	0.24
General Office Manager	0.5
Total	3.24

Most staff members are employed full-time, with their time allocated between support for us and for the Boundary Commission for Scotland which is responsible for reviewing constituencies for the United Kingdom Parliament and, prior to 18 May 2017, was responsible for reviewing boundaries for the Scottish Parliament. The Secretariat is funded separately by the Office of the Secretary of State for Scotland for that work.

## 3 Review activity

### 3.1 Administrative area reviews

On 20 April 2018 we sent our Final Report on the Administrative Boundary Review of Glasgow City council area and North Lanarkshire council area at Cardowan by Steps to Scottish Ministers.

We had commenced the review in November 2016 following requests from residents of the area.

Scottish Ministers agreed to adopt our recommendations, which were implemented by Statutory Order SSI 2019/308, which was laid in the Scottish Parliament on 25 October 2018, and came into force on 1 April 2019.

We considered a request for an Administrative Area Review of the between East Dunbartonshire and North Lanarkshire council areas at the B802 Howe Road, but did not think that there was a compelling reason to consider amending the boundary. We agreed to reconsider the matter if we received further evidence.

### 3.2 Electoral reviews

#### 3.2.1 Scottish Parliament reviews

During 2018-19 we considered options for the timing of the Second Periodic Review of Scottish Parliament Boundaries. In the expectation of a change to the statutory deadline of May 2022 via the Scottish **Government's planned electoral** reform legislation, we plan to defer the Review until closer to the date of the next scheduled election after 2022.

#### 3.2.2 Islands reviews

Following the passage of the Islands (Scotland) Act 2018 in the Scottish Parliament in May 2018, we prepared for and commenced, on 14 January 2019, reviews of electoral arrangements for the six council areas specified in the Act. These are Argyll and Bute Council, Comhairle nan Eilean Siar, Highland Council, North Ayrshire Council, Orkney Islands Council and Shetland Islands Council.

The reviews will result in recommendations for the number of councillors on each council and the number and boundaries of wards for the election of those councillors. The Act allows for the use of 1 and 2 member wards, in addition to the current 3 or 4-member wards, where a ward includes an inhabited island.

We decided to conduct the reviews in 2 phases, focussing first on Na h-Eileanan Iar, Orkney Islands and Shetland Islands council areas.

We held preparatory meetings with council officials in summer 2018 and spring 2019, prepared initial proposals for those council areas, and on 20 March 2019, began a 2-month consultation with the councils.

## 4 Other activities

### 4.1 UK Boundaries Commissions' Annual Meeting

In November 2018 we hosted the annual meeting of the UK Boundaries Commissions in Edinburgh, where we were represented by the Chair, the Deputy Chair, Sue Walker, and by members of the Secretariat.

The meeting helped us learn from the recent experiences of other commissions, and we expect to draw on these experiences in developing our strategy for engagement within communities.

### 4.2 Electoral Reform

**We considered the Scottish Government's** published analysis of its Electoral Reform Consultation, which we had made a submission to in March 2019. We liaised with Scottish Government officials and Ministers to inform our thinking about the potential implications for the work of the Commission and its independence.

### 4.3 Local Governance Review

**We monitored the progress of the Scottish Government's** work on Local Governance reform, and submitted a response to the Scottish Government's Local Governance Review. We offered to engage if needed in developing the next stage of this work.

### 4.2 Risk Management

Jointly with the parliamentary Boundary Commission for Scotland, we have developed a risk management policy which is available on our website. A copy can be provided on request. In line with the policy we maintain a risk register which is reviewed regularly.

### 4.3 Staffing and training

We continue to review our staffing level, and staff and **Commissioners' training** requirements in order to ensure we can meet our review requirements.

### 4.4 Liaison with others

#### 4.4.1 Scottish Government

We continue to have regular contact and dialogue with the Elections Team within the Scottish Government who are our sponsor department.

#### 4.4.2 Ordnance Survey

The Secretariat continues to work with Ordnance Survey to ensure that we have access to the optimum set of mapping data products to support our work, and that we receive technical advice on the deployment of those products.

#### 4.4.3 National Records of Scotland

The Secretariat liaises regularly with staff of the National Records of Scotland (formerly the General Register Office for Scotland) on shared interests concerning geographic information and electoral statistics.



#### 4.4.4 Other organisations

The Secretariat has maintained its contacts with other interests including the Convention of Scottish Local Authorities (COSLA), the Association of Electoral Administrators; the Scottish Assessors' Association Electoral Registration Committee; the Society of Local Authority Chief Executives (SOLACE); the Electoral Commission and other UK Boundary Commissions. This has been through attendance at meetings of the Scotland and Northern Ireland Branch of the Association of Electoral Administrators, the Scottish Parliament Political Parties Panel in Scotland, liaison meetings with other UK Boundary Commissions and written correspondence.

## 5 Governance

### 5.1 Legislation

Our local government work is governed by the Local Government (Scotland) Act 1973, specifically in sections 12 to 28 and Schedules 4 to 6. There were no amendments to this legislation during the year.

The number of councillors in each local authority electoral ward is governed by the Local Government (Scotland) Act 2004, which was amended by the Islands (Scotland) Act 2018, which allowed for 1 and 2 member wards in local authority areas with inhabited islands (see Islands reviews 3.2.2, above).

Our reviews of Scottish Parliament constituencies are governed by the Scotland Act 1998 (as amended in 2016).

The legislation can be found at [www.legislation.gov.uk](http://www.legislation.gov.uk)

### 5.2 Direction from Ministers

Section 14(1) of the Local Government (Scotland) Act 1973 requires us to carry out a review of all administrative area boundaries every 8 to 12 years after 1996. Scottish Ministers have issued a Direction to us instructing us not to carry out any such reviews in the period to 31 May 2022.

This Direction does not prevent us from carrying out ad-hoc reviews under section 14(2) of the 1973 Act. However, such reviews are currently limited by a second Direction from Scottish Ministers instructing us not to undertake reviews under section 14(2) of the Act in the period to 30 September 2023 that would affect more than 500 electors.

When we have carried out such reviews in the past, this has been in cases where a new development has taken place across council area boundaries, such as in our recent review of the local authority boundary between Glasgow City council area and North Lanarkshire council area at Cardowan, by Steps.

### 5.3 National Performance Framework

Scottish Government intends that public bodies should align the outcomes of their activity with the Government's National Performance Framework and the associated

National Outcomes, last updated in July 2018. Our work contributes to the following National Outcomes:

- *We respect, protect and fulfil human rights and live free from discrimination.*
- *We live in communities that are inclusive, empowered, resilient and safe.*
- *We value, enjoy and protect and enhance our environment.*

The first and second of these reflect the desired result from successful definition of effective and convenient local government electoral arrangements, so that as far as possible people's votes have equal weight, and electoral boundaries do not divide communities.

The third reflects the environmental desirability of effective use of resources.

Further information on the National Performance Framework is available at <https://nationalperformance.gov.scot/>

#### 5.4 Management Statement and Financial Memorandum

We have a Management Statement and Financial Memorandum with the Scottish Government, which is in the process of being updated. The Management Statement sets out the broad framework within which we operate, while the Financial Memorandum sets out certain aspects of the financial framework in greater detail. The Management Statement and Financial Memorandum is available on our website, or a copy can be provided on request.

#### 5.5 Data protection

We handle personal information in conformance with the Data Protection Act, and the General Data Protection Regulation (GDPR). We have notified the Information Commissioner's Office of the personal data which we handle.

We have a privacy policy for handling any personal information contained in representations made during public consultations on our proposals.

#### 5.6 Equality issues

We have an Equality Statement setting out our approach to equality and diversity issues. The Statement is available on our website, or a copy can be provided on request.

#### 5.7 Reporting requirements

Part 3 of the Public Services Reform (Scotland) Act 2010 specifies certain reporting requirements for Scottish public bodies. For ease of reference, we have placed all of the information required in Appendix A.

## 6 Enquiries and public information

We use our website to inform the public about our work. In addition, the Secretariat responds to requests for information made by email, letter or phone.

### 6.1 Information Papers

We keep up to date our series of Information Papers and Quick Guides. The full set of Information Papers and Quick Guides is available on our website.

## 6.2 Enquiries

We have adopted the Scottish Information Commissioner's Model Freedom of Information Publication Scheme, and published our resulting Guide to Information : these are available from the Publications section of our website.

During 2018-19, the Secretariat recorded 6 FOI enquiries addressed to the Commission. These did not relate to the review work of the Commission, and all were handled to the standard required. No requests for a review were made. All enquiries are reviewed to assess whether they indicate possible improvements to our procedures or the need for additions to our website.

## 6.3 Website

Our website remains the primary means for us to make information available. We update the website with all the material which we publish. We are currently in the process of restructuring and refreshing our website, and expect this to be completed in summer 2019.

## 6.4 Minutes and meeting papers

We publish the minutes of our meetings on our website periodically.

Our meeting papers since 2007 are available on our website. Normally, we publish meeting papers once we have concluded our discussions on a particular topic or on completion of a particular stage of a review, and have agreed and published the minutes for the relevant meeting. Where the meeting papers include a draft of a document which is later published in its own right (such as our Information Papers, Annual Reports and Corporate Plans), we do not normally publish the draft.

## 7 Expenditure

Our expenditure for the year 2018-19 is set out under broad headings in the table below. After setting the initial budget, the Secretariat re-forecasts expenditure during the year, and keeps the sponsor department informed of the likely expenditure for the year.

**The underspend is largely due to lower spending on Commissioners' Fees and Reviews costs than budgeted for.** The budget headings for these included provision for the Commission to hold public meetings in Island council areas prior to developing its Initial Proposals; we decided not to hold such meetings, but instead plan to expand engagement at the public consultation stage of the Reviews.

Financial Performance April 2018 - March 2019		
	Expenditure	
	Budget (£)	Actual (£)
Staff Costs	137,637	136,294
<b>Commissioners' Fees</b>	37,043	14,090
Accommodation	19,098	19,098
Administration	37,859	41,385
Travel and Subsistence	1,000	660
Review costs	39,042	6,568
<b>Total</b>	<b>271,679</b>	<b>218,095</b>

Part 3 of the Public Services Reform (Scotland) Act 2010 requires public bodies to report on specified elements of financial expenditure. That information is at Appendix A.

### 7.1 Staff salaries

Salary costs are determined by the pay arrangements for our staff, who are employees of the Scottish Government.

### 7.2 Commissioners' fees

Commissioners' fees are determined by the Scottish Government and cover attendance at our scheduled meetings and associated preparation, meetings held with other UK Boundary Commissions and ad hoc meetings held with other bodies. Commissioners' fees are paid on a daily basis for each meeting. The fee rates during the year 2018-19 were:

Chair	£347 per day
Deputy Chair	£252 per day
Commissioner	£219 per day

The Chair's fee has remained unchanged since August 2007 and the fees for the Deputy Chair and a Commissioner increased by £2 per day in 2013-14.

### 7.3 Accommodation

We share accommodation with the Boundary Commission for Scotland, which is responsible for advising the Secretary of State for Scotland on matters relating to parliamentary constituency boundaries. The figures shown in the above table in respect of accommodation reflect our share of rent, business rates, utilities and services such as insurance, management fees and office cleaning.

### 7.4 Administration

Administration costs include office equipment and furniture, stationery and other consumables, telephone, website costs, internet and email, publications and advertising, staff and commissioner training, computer software maintenance, support and licence fees.

### 7.5 Travel and subsistence

Travel and subsistence includes rail, air and car-hire costs incurred by the Secretariat and Commissioners in the course of official business, which does not relate directly to a review (such costs fall under Review Costs). Travel and subsistence costs are paid at the same rate that applies to staff of the Scottish Government.

### 7.6 Review costs

Review costs cover those items directly attributable to the conduct of our reviews of electoral arrangements, such as newspaper advertising or specialist printing costs. We also included provision in our budget in case we needed to conduct any Administrative Reviews.

## 8 Work programme for 2019-20

Our planned activities for 2019-20 are set out in our Corporate Plan for the period 2019-22, which is available on our website, and are summarised here.

### Local government electoral reviews

We will continue our reviews of Na h-Eileanan an Iar, Orkney Islands and Shetland Islands council areas. We expect, in the second half of 2019, to begin our reviews of Argyll and Bute, Highland and North Ayrshire council areas, the other council areas with inhabited islands specified in the Islands (Scotland) Act 2018.

We will engage with COSLA, local authorities and others during the course of the reviews.

We will also consider whether to carry out Interim Reviews of electoral arrangements for other council areas before the next scheduled local government elections, in 2022.

### Administrative area reviews

We will conduct minor reviews of administrative area boundaries as required.

### Scottish Parliament Reviews

We will keep our plans for the Second Periodic Review of Scottish Parliamentary boundaries under review.

### Other activity

We will carry out our governance functions throughout the year to ensure that we **manage the Commission's operations efficiently and cost effectively**, and meet the requirements of our Management Statement and Financial Memorandum from the Scottish Government.

## 9 Further information

If you have a query which cannot be answered by this report or our website ([www.lgbc-scotland.gov.uk](http://www.lgbc-scotland.gov.uk)) please do not hesitate to contact us either by e-mail, telephone or in writing. Please see the front page of this report for our contact details.

## Appendix A - specified reporting

Part 3 of the Public Services Reform (Scotland) Act 2010 requires public bodies to publish specified items of information at the end of each financial year. This Appendix provides that information.

Expenditure on named items

The Act requires us to report expenditure on the following items:

Expenditure item	Outcome
Public relations	nil
Overseas travel	nil
Hospitality and entertainment	£1,047
External consultancy	£2,923

### ***Public relations***

In the course of our reviews we may publicise our proposals or recommendations through public notices in newspapers or posts on social media. We do not consider that this constitutes public relations expenditure. We do not consider expenditure on restructuring and refreshing our website to be public relations.

### ***Overseas travel***

We have made no expenditure on overseas travel during the year.

### ***Hospitality and entertainment***

The figure recorded comprises £905 associated with hosting the UK Boundaries Commissions' annual meeting in Edinburgh, plus £142 for working lunches and light refreshments at meetings of the Local Government Boundary Commission for Scotland and with consultants.

### ***External consultancy***

The figure recorded comprises £2,923 spend on external consultants assisting us with the restructuring and refreshing of our websites.

Expenditure in excess of £25,000

The Act requires us to publish details of any payment made during the year in excess of £25,000. No such payments were made during 2018-19.

Remuneration above £150,000

The Act requires us to publish details of any Commissioners or staff remunerated above £150,000 during the year: there were no such individuals.

Sustainable growth

The Act requires us to publish a statement on the steps taken to promote and increase sustainable growth through the exercise of our functions.

We align our work with the Scottish Government's purpose of delivering sustainable growth through identification of the relevant parts of the National Performance Framework to which our work contributes, as reported in section 3.3.

### Efficiency, economy and effectiveness

The Act requires us to publish a statement on the steps taken to improve efficiency, economy and effectiveness in the exercise of our functions.

Scottish Government encourages improvement of efficiency, economy and effectiveness through shared services. We participate in shared services through:

- occupation of office accommodation owned and managed by another public sector body;
- a shared Secretariat with the Boundary Commission for Scotland;
- use of Scottish Government contracts for purchase of supplies and services, including stationery, computers and travel.

Use of collaborative contracts realised estimated cash savings of £1,861 across both Commissions during 2018-19.

	Total
Design and Printing services	£172
Office equipment	£56
Travel	£1,631
Total	£1,861





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