

## **BCS Corporate Plan 2018–2021**

### **Action required**

1. The Commission is invited to consider the draft Corporate Plan for the period April 2018 to March 2021 which appears at Appendix A.

### **Discussion**

2. This paper presents a corporate plan for 2018–2021, and is based upon the draft 2017–2020 corporate plan discussed in paper BCS 2018/05 at the 5 February 2018 Commission meeting.
3. The draft plan is informed by the draft schedule of meetings and the 2018 Review project plan (see Paper 2017/54).
4. There is uncertainty in the workload of the BCS and LGBCS in the next few years and changes may have to be made to coordinate both commissions' work streams over the next year. The Commission is aware that there is a Private Member's Bill in Parliament, which, if passed, may affect the continuation of the 2018 Review. This corporate plan assumes that the 2018 Review is completed as scheduled in the 2018 Review project plan, and that no new review of UK Parliament boundaries is commenced during the period of this corporate plan.
5. The corporate plan includes an additional 20% staffing costs due to VAT, due to the arrangement by which the Scottish Government provides staff to the Commission. It is possible that other costs may have to be revised due to incorporate VAT in future corporate plans. The Secretariat is working with the Scottish Government and Scotland Office to clarify this.
6. Once the Plan has been agreed with the Commission and with Scotland Office, it will be placed on the Commission's website.

### **Conclusion**

7. The Commission is invited to provide any comments on the draft Corporate Plan.

**Secretariat  
March 2018**

# Boundary Commission for Scotland

## Corporate Plan 2018 - 2021

Boundary Commission for Scotland  
Thistle House  
91 Haymarket Terrace  
Edinburgh  
EH12 5HD

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

Telephone: 0131 244 2001

Email: [secretariat@scottishboundaries.gov.uk](mailto:secretariat@scottishboundaries.gov.uk)

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## **1 Introduction**

This corporate plan sets out the main activities to be undertaken by the Boundary Commission for Scotland during the period 2018-19 to 2020-21 and forecasts the required resources and expenditure. For the second and third years covered, the information in the Plan is designed to assist with budgeting and planning. The planned activities, resource forecasts and performance indicators for those years will be expanded and confirmed in subsequent corporate plans.

## **2 Boundary Commission for Scotland**

### **2.1 Duties and Powers**

The Boundary Commission for Scotland was established in its current form by the Parliamentary Constituencies Act 1986. Our duties and powers are detailed in the 1986 Act. We are responsible for reviews of United Kingdom Parliament constituencies in Scotland. Until 17 May 2017 we were responsible for reviews of Scottish Parliament boundaries, whereupon the Local Government Boundary Commission for Scotland assumed the duty.

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

### **2.2 Membership**

Our membership comprises a Chair, Deputy Chair and two further Commissioners. In addition, we also have two ex-officio Assessors.

#### **2.2.1 Chair**

Our ex-officio Chair is the Speaker of the House of Commons. In practice, the Chair takes no active part in our business.

#### **2.2.2 Deputy Chair**

The Deputy Chair is a judge of the Court of Session, appointed by the Lord President of the Court of Session. The Deputy Chair is currently The Honourable Lord Matthews who was appointed from 1 January 2016 for a 4 year term.

#### **2.2.3 Commissioners**

In addition to the Chair and Deputy Chair, Commissioners are appointed on a term basis and posts are filled through open competition using the procedures laid down by the Commissioner for Public Appointments. Appointments are made by the Secretary of State for Scotland.

These Commissioners are:

- Mrs Paula Sharp, appointed from 1 January 2011 for a 4 year term, and re-appointed for a further 4 years ending on 31 December 2018; and
- Professor Ailsa Henderson, appointed from 15 February 2016 for a 4 year term.

#### **2.2.4 Assessors**

Our two ex-officio Assessors are the Registrar General for Scotland and the Director General of Ordnance Survey.

## **2.3 Secretariat**

We are supported by a small Secretariat. 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 Boundary Commissions and government departments with an interest in boundary matters;
- maintaining contact with Ordnance Survey and other relevant bodies on boundary related issues;
- maintaining links with organisations involved with electoral matters;
- improving and extending our published information explaining our work;
- responding to correspondence on our work and constituency boundary issues;
- providing ongoing training as appropriate to meet staff and review requirements; and
- continuing to meet all financial and other requirements of our Memorandum of Understanding and other key sponsorship documents.

The Secretariat also supports the Local Government Boundary Commission for Scotland (LGBCS) which is responsible for reviewing electoral ward and local authority areas in Scotland as well as reviews of Scottish Parliament boundaries. The Secretariat supports the LGBCS in the same manner that it supports the BCS. Secretariat is funded separately by the Scottish Government for that work.

Secretariat staff are assigned from the Scottish Government. Staff numbers are dependent on the volume of review activity and the need to develop, maintain and update information systems and respond to enquiries etc. For the purposes of this Corporate Plan, staff costs have been shared equally between the BCS and LGBCS.

## **3 Planned activities**

### **3.1 Year 2018-19**

#### **3.1.1 Review activity**

##### **United Kingdom Parliament Reviews**

We expect to complete our 2018 Review of UK Parliament Constituencies, unless the legislation governing the 2018 Review is changed. We expect to submit our final report before the statutory deadline of 1 October 2013.

In doing this, we will:

- consider the evidence submitted during the public consultation on the Revised Proposals; and
- develop our Final Recommendations for constituencies.

#### **3.1.2 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 Government's requirements of an advisory Non-departmental Public Body (NDPB). In conjunction with the Local Government Boundary Commission for Scotland, we will host the annual meeting of the UK Boundary Commissions in Edinburgh.

### **3.1.3 Membership**

Mrs Sharp's current term as a Commissioner ends on 31 December 2018. The Secretariat will work with the Scotland Office to ensure appropriate continued membership of the Commission.

### **3.1.4 Finance and staffing**

The overall costs of the Boundary Commission for Scotland during 2018-19 are expected to be:

- £237,564

The overall staffing assigned to the Secretariat to the Boundary Commission for Scotland during 2018-19 is expected to be:

- 3.24 Full Time Equivalent Staff

A breakdown of costs is given in Appendix A. These costs are expected to be met by a resource allocation which is subject to the approval of Parliament.

### **3.1.5 Performance indicators**

- submission of our report on UK Parliament constituencies;
- maintenance of information about the Commission and its work on our website;
- responding to any queries about us and our work during the year;
- delivery within budget.

## **3.2 Year 2019-20**

The planned activities, resource forecasts and performance indicators for 2019-20 will be expanded and refined in subsequent Corporate Plans.

### **3.2.1 Review activity**

#### **United Kingdom Parliament Reviews**

No review activity expected.

### **3.2.2 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 Government's requirements of an advisory Non-departmental Public Body (NDPB).

### **3.2.3 Membership**

Lord Matthews' current term as Deputy Chair ends on 31 December 2019 and Professor Henderson's current term as a commissioner ends on 14 February 2020. The Secretariat will work with the Scotland Office to ensure appropriate continued membership of the Commission.

### **3.2.4 Finance and staffing**

The overall costs of the Boundary Commission for Scotland during 2019-20 are expected to be:

- £216,527

The overall staffing assigned to the Secretariat to the Boundary Commission for Scotland during 2019-20 is expected to be:

- 3.24 Full Time Equivalent Staff

A breakdown of costs is given in Appendix A. These costs are expected to be met by a resource allocation which is subject to the approval of Parliament.

### **3.2.5 Performance indicators**

- maintenance of information about the Commission and its work on our website;
- responding to any queries about us and our work during the year;
- delivery within budget.

## **3.3 Year 2020-21**

The planned activities, resource forecasts and performance indicators for 2020-21 will be expanded and refined in subsequent Corporate Plans.

### **3.3.1 Review activity**

#### **United Kingdom Parliament Reviews**

No review activity expected.

### **3.3.2 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 Government's requirements of an advisory Non-departmental Public Body (NDPB).

### **3.3.3 Membership**

No changes to the membership of the Commission are expected this year.

### **3.3.4 Finance and staffing**

The overall costs of the Boundary Commission for Scotland during 2019-20 are expected to be:

- £226,177

The overall staffing assigned to the Secretariat to the Boundary Commission for Scotland during 2020-21 is expected to be:

- 3.24 Full Time Equivalent Staff

A breakdown of costs is given in Appendix A. These costs are expected to be met by a resource allocation which is subject to the approval of Parliament.

### **3.3.5 Performance indicators**

- maintenance of information about the Commission and its work on our website;
- responding to any queries about us and our work during the year;
- delivery within budget.

## **4 Long term outlook**

UK Parliament constituency reviews are required to take place every 5 years. This Corporate Plan sets out our intention to complete the 2018 Review of UK Parliament constituencies before 1 October 2018. We expect that the next Review of UK

Parliament Constituencies after that will be due to be carried out between 2021 and 2023.

## Appendix A – Costs

### Overall Costs

The overall costs of the Boundary Commission for Scotland are expected to be as follows. Staffing costs include an additional 20% VAT due to the arrangement by which the Scottish Government provides staff to the Commission. It is possible that other costs may have to be revised due to incorporate VAT in future corporate plans. The Secretariat is working with the Scottish Government and Scotland Office to clarify this.

	2018-19	2019-20	2020-21
Staffing costs	158,627	163,329	168,326
Commissioners' fees and expenses	10,190	4,084	4,084
Accommodation, rent and rates	19,098	21,963	25,257
Administration	33,859	25,052	26,304
Mapping	0	0	0
Travel and Subsistence	2,000	2,100	2,205
Review costs	13,790	0	0
<b>Total</b>	<b>237,564</b>	<b>216,527</b>	<b>226,177</b>

### Staffing costs

The allocation of staff by grade, and the average salary for each of those grades is as follows:

Grade	FTE 2018-19	FTE 2019-20	FTE 2020-21	Salary (£) (2016/17 mean)
C1	0.50	0.50	0.50	69,981
B2	0.50	0.50	0.50	40,121
B1	1.74	1.74	1.74	32,962
A3	0.50	0.50	0.50	24,571
<b>Total</b>	<b>3.24</b>	<b>3.24</b>	<b>3.24</b>	

Staffing costs include National Insurance and Pension contributions.

### Commissioners' fees and expenses

Estimates for 2018-19, 2019-20 and 2020-21 are based on £2,042 per meeting, with 4 meetings in 2018-19 and 2 meetings in 2019-20 and 2020-21. The figures include provision for 2 days of additional meetings per commissioner in 2018-19.

### Accommodation

Accommodation costs cover rent and utility bills, and are divided equally with the Local Government Boundary Commission for Scotland.

### Administration

Covers training, IT costs, postage, telephones etc. We have made additional provision of £10,000 to refresh our website in 2018-19.

### Mapping

We are licenced to use Ordnance Survey data through the One Scotland Mapping Agreement (OSMA), a collective agreement negotiated by Scottish Government on behalf of public bodies in Scotland. The licence fee for OSMA is met centrally by the Scottish Government.

**Travel and subsistence**

Covers travel and subsistence costs for Commissioners and staff excluding travel costs specifically related to a Review.

**Review costs**

The major variable elements are the costs associated with a Review. The substantial elements of those costs during the planning period are:

	2018-19	2019-20	2020-21
Advertising	0	0	0
Professional fees	9,290	0	0
Local Inquiry and Public Hearing costs	0	0	0
Travel	500	0	0
Report publication	4,000	0	0
<b>Total</b>	<b>13,790</b>	<b>0</b>	<b>0</b>

**Advertising** – We publicise our proposals as part of our public consultation at certain stages of a review. In the 3 years covered by this corporate plan, we do not expect to place advertisements as part of our 2018 Review of UK Parliament constituencies.

**Professional fees** – From time to time, we may require external professional assistance, for example in order to make available an online consultation facility. The provision for professional fees is to allow for the use of external resources to assist in this.

**Public Hearing and Local Inquiry costs** – Reviews of UK Parliament constituencies involve the holding of Public Hearings.

**Report publication costs** – At the conclusion of a Review, we submit a report to the Secretary of State for Scotland. Although the predominant means of disseminating the report is electronic, there is still a requirement to produce a limited number of hard copies.

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