
Re: [REDACTED] and request for information via the Freedom of Information Act

Boundary Commission England Information Mailbox
<information@boundarycommissionengland.gov.uk>

3 April 2023 at
09:30

To: [REDACTED]

Dear [REDACTED]

BCE FOI/2023/03

Thank you for your email request for information to the Boundary Commission for England (BCE) on 12 March 2023, which has been considered under the terms of the Freedom of Information Act (FOIA) 2000. In your request, you asked for information relating to *'all recruits (paid employees) irrespective on what basis they are employed.'* For example, full time as well as part time.'

1...Does the Boundary Commissioner England currently issue new recruits to the organisation with any of the following.

(a)...A language guide or similar which advises employees on the most appropriate words, phrases, and terms to use when writing to and or communicating with and or referring to their colleagues and or members of the public and or the organisation's clients/customers/service users and or representatives and employees in the organisation's stakeholder and partner organisations. Typically, such a guide will outline words, terms, and phrases to avoid for whatever reason while providing more acceptable words, terms, and phrases. Such guidance could be included in a staff handbook (or similar) or it could be issued in the form of specific written advice. Alternatively, it could be included on the organisation's intranet site and or it could be issued/held digitally and or it could be included in any training/induction video/film.

(b)...A guide or similar which helps and encourages staff to promote diversity and inclusivity both in the workplace and or in their dealings with members of the public and or in their dealings with the organisation's clients/customers/service users and or in their dealings with employees in and or representatives of the organisation's stakeholders and any partner organisations. The guide will include but will not be limited to advice on best practice when it comes to diversity and or inclusivity and or anti-discrimination policies. It will encourage staff how to avoid discrimination on the grounds of race and or religion and or gender and or sexuality and or age and or disability and or political belief and or social class and or income and or social background. It will also include but not be limited to advice and information about issues relating to micro-aggressions. Such guidance could be included in a staff handbook (or similar) or it could be issued in the form of specific written advice. Alternatively, it could include on the organisation's intranet site and or it could be held / issued digitally and or it could be included in any training/induction film/video.

2...If you have answered yes to any part (or indeed all of question one) can you please provide copies of the guidance irrespective of the form in which it is issued/delivered.

3...Since January 1, 2022, has the organisation issued any kind of guidance (as defined in question 1 a to b) to existing employees who were not new recruits to the organisation at the

time the guidance was issued. If the answer is yes, can you, please provide copies of the guidance irrespective of the form in which it is issued.

Please see my response below to each of your questions in bold:

It might be helpful if I explain that the Boundary Commission for England (BCE) is an independent arms length body sponsored by the Department for Levelling Up, Housing and Communities. Its corporate services, including staffing, is provided to it by the Department for Levelling Up, Housing and Communities.

1. Does the Boundary Commissioner England currently issue new recruits to the organisation with any of the following.
 - a. *A language guide or similar which advises employees on the most appropriate words, phrases, and terms to use when writing to and or communicating with and or referring to their colleagues and or members of the public and or the organisation's clients/customers/service users and or representatives and employees in the organisation's stakeholder and partner organisations. Typically, such a guide will outline words, terms, and phrases to avoid for whatever reason while providing more acceptable words, terms, and phrases. Such guidance could be included in a staff handbook (or similar) or it could be issued in the form of specific written advice. Alternatively, it could be included on the organisation's intranet site and or it could be issued/held digitally and or it could be included in any training/induction video/film.*

BCE's response

- Given the nature of work at the Boundary Commission for England, the Secretariat were issued with the 2023 Review Editorial and Style Guide. This document sets out the style guide for the BCE secretariat and Assistant Commissioners (ACs) to ensure consistency of approach to its reports. The first part of this guide is based on our previous sponsor's internal documentations: Cabinet Office's Guide to Writing, Cabinet Office Style Guide and some of the Government's Digital Service([GDS's guidance on writing content for gov.uk](#)). The second part covers specific 2023 Review-related guidance.
- b. *A guide or similar which helps and encourages staff to promote diversity and inclusivity both in the workplace and or in their dealings with members of the public and or in their dealings with the organisation's clients/customers/service users and or in their dealings with employees in and or representatives of the organisation's stakeholders and any partner organisations. The guide will include but will not be limited to advice on best practice when it comes to diversity and or inclusivity and or anti-discrimination policies. It will encourage staff how to avoid discrimination on the grounds of race and or religion and or gender and or sexuality and or age and or disability and or political belief and or social class and or income and or social background. It will also include but not be limited to advice and information about issues relating to micro-aggressions. Such guidance could be included in a staff handbook (or similar) or it could be issued in the form of specific written advice. Alternatively, it could include on the organisation's intranet site and or it could be held / issued digitally and or it could be included in any training/induction film/video.*

BCE's response

- As I have outlined above, staffing at the Commission is provided from the sponsor at the Department for Levelling Up, Housing and Communities.. Might I therefore suggest that you contact the Department. Their email address is: mhclgcorrespondence@levellingup.gov.uk. If you have any further queries regarding this response, please contact the Commission, quoting the reference number above.

Please forgive me but I am resending this request.

The original version sent a few minutes earlier contained a mistake.

Can you please concentrate on the request below.

Thank you.

██████████ AND REQUEST FOR INFORMATION VIA THE FREEDOM OF INFORMATION ACT.

12 March 2023.

Dear FOI Team.

I would like to request the following information via the Freedom of Information Act, and I would be grateful if you could forward onto the most appropriate person within the organisation. I would also be grateful if you could acknowledge receipt of the request via ██████████

Please note that the reference to recruits in the questions below should be taken to mean all paid employees irrespective on what basis they are employed. For example, full time as well as part time.

1...Does the Boundary Commissioner England currently issue new recruits to the organisation with any of the following.

(a)...A language guide or similar which advises employees on the most appropriate words, phrases, and terms to use when writing to and or communicating with and or referring to their colleagues and or members of the public and or the organisation's clients/customers/service users and or representatives and employees in the organisation's stakeholder and partner organisations. Typically, such a guide will outline words, terms, and phrases to avoid for whatever reason while providing more acceptable words, terms, and phrases. Such guidance could be included in a staff handbook (or similar) or it could be issued in the form of specific written advice. Alternatively, it could be included on the organisation's intranet site and or it could be issued/held digitally and or it could be included in any training/induction video/film.

(b)...A guide or similar which helps and encourages staff to promote diversity and inclusivity both in the workplace and or in their dealings with members of the public and or in their dealings with the organisation's clients/customers/service users and or in their dealings with employees in and or representatives of the organisation's stakeholders and any partner organisations. The guide will include but will not be limited to advice on best practice when it comes to diversity and or inclusivity and or anti-discrimination policies. It will encourage staff how to avoid discrimination on the grounds of race and or religion and or gender and or sexuality and or age and or disability and or political belief and or social class and or income and or social background. It will also include but not be limited to advice and information about issues relating to micro-aggressions. Such guidance could be included in a staff handbook (or similar) or it could be issued in the form of specific written advice. Alternatively, it could include on the organisation's intranet site and or it could be held / issued digitally and or it could be included in any training/induction film/video.

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was issued. If the answer is yes, can you, please provide copies of the guidance irrespective of the form in which it is issued.

Thank you for dealing with my request.

All good wishes

[Redacted signature]

Disclaimer

This e-mail and any attached files are intended for the named addressee only. It contains information, which may be confidential and legally privileged and also protected by copyright. Unless you are the named addressee (or authorised to receive for the addressee) you may not copy or use it, or disclose it to anyone else. If you received it in error please notify the sender immediately and then delete it from your system.

[Redacted footer text]

 **2023-03-28 BCE FOI-2023-03 attachment BCE 2023 Review Style Guide.pdf**
310K



2023 Review Editorial and style guide

Who should use the guide?

This document sets out the style guide for the BCE secretariat and Assistant Commissioners (ACs) alike.

While we encourage ACs to follow this guide, the secretariat will also be checking for consistent application, and will also make any amendments to existing drafts of reports at the request of ACs.

ACs should also note that the final complete revised proposal reports will be professionally proof-read, using this guide (among other things) as a frame of reference.

Overview

You should aim to write in plain English:

- Wherever possible you should use everyday English.
- You should keep sentences short.
- You should use active verbs.

The first part of this guide is based on the Cabinet Office's Guide to Writing, Cabinet Office Style Guide and some of [GDS's guidance on writing content for gov.uk](#). It provides guidance on:

- formatting
- grammar
- language

- writing for the web.

The second part covers specific 2023 Review-related guidance:

- review terminology to use and avoid
- review-specific preferred usage of terms
- editorial guidance on writing reports
- correspondence.

Writing in plain English

Acronyms and abbreviations

If you are going to use an acronym, spell out the component words in full first (e.g. Boundary Commission for England), immediately followed by the acronym in brackets (e.g. (BCE)), and then use just the acronym.

Exceptions are those acronyms widely understood and used by the general public, e.g. BBC, MP, etc. Use upper case, without full stops, e.g. UK, not U.K.

However, use full stops in abbreviations of Latin expressions, 'e.g.', 'i.e.', 'etc.'

When pluralising acronyms don't add apostrophes, e.g. MPs not MP's.

Annexes and appendices

Annexes are attached to sections within a document, while appendices always come at the end.

If there are two or more annexes you should give them letters rather than numbers and use the word 'Annex' in their titles.

Bullet Points

Use bullet points to break up a large piece of text but do not overuse. Keep the lists short with no more than one sentence per point.

If the bullet point is a complete sentence then it should begin with a capital letter and end with a full stop.

For example:

- You should always use a lead-in line for bullet points.

- The bullets should make sense running on from the lead-in line.
- Semicolons should not be used to separate the items in a list.
- Each bullet point should begin with a capital letter.

If the bullet point is a fragment or a list then it should begin with a lower-case letter and a full stop should come after the last bullet point.

For example:

- begin with a lower-case letter
- semicolons should not separate each point
- a full stop should come right at the end.

Bold

In printed documents use bold occasionally – for a heading or for an important word in the text.

Capital letters

Capitals should be used with discretion. They should be reserved for proper nouns and some adjectives derived from proper nouns (e.g. English). If in doubt - don't use them!

Notable exceptions for the work of the BCE are:

- always capitalising Parliament, Parliamentary;
- to refer to a Review (of constituencies, in order to distinguish it from any other kind of review); and
- referring to Commissioners and Assistant Commissioners.

Do not capitalise regularly-used boundary-specific themes or key messages, e.g. ward-splitting, statutory factors, county boundaries, region, etc.

Some examples that may cause confusion include:

- the Government (proper noun), e.g. the Government will be up for re-election next week
- across government, previous governments (generic terms), e.g. 'across government there is a belief that ...'
- the British Government (proper noun)
- government policies (adjectival phrase)
- local government (generic term)
- central government (generic term)
- non-governmental (compound adjective)

- other government departments (generic term)
- departmental policies (adjectival phrase)
- Deputy Chair of the Commission (proper title)
- a bill before Parliament ('bill' is generic, 'Parliament' is a proper noun)
- an Act of Parliament (compound proper noun)
- the Parliamentary Constituencies Act (proper title)
- the Civil Service (proper noun)

Headings

Capitalise only the first word of a publication title (unless it includes proper nouns).

Use sentence case for headings.

Italic text

Italics should be used with discretion.

Do not use italics for publication titles.

Do not use italics for bills and Acts of Parliament. After the first full mention in the text, you can refer subsequently to it as 'the Act' as long as it is clear you are still talking about the same piece of legislation.

Do not use italics in headings or subheadings, or to make text stand out (including for quotations, which should be denoted with just quotation marks - see below).

Language

- Always use plain English – 'a message, written with the reader in mind and with the right tone of voice that is clear and concise'.
- Do not use acronyms and abbreviations without explaining what they mean.
- Use common, everyday words and avoid technical jargon or formal words.
- Do not use old-fashioned words such as 'amongst', 'per annum', 'whilst' or 'ourselves'. Replace with 'among', 'a year', 'while' and 'our'.
- Do not use an ampersand (&). Use the word 'and' instead unless in the specific case where an ampersand is used in the correct legal name of a ward name (in which case you should use it).
- Write the names of months and days fully within the text, do not abbreviate.
- Do not use the term 'rewarding' when discussing the realignment of ward and constituency boundaries. Instead use a phrase such as 'new wards' or 'to realign constituency boundaries with changes to local government ward boundaries'.

Lower case

Begin the following words and phrases with lower-case letters:

- clause and section (when referring to a bill or Act of Parliament)
- spring, summer, autumn and winter
- local authority
- south-west England (but 'the South West region')
- government department.

Numbers and quantities

- Spell out in full numbers one to ten.
- For numbers 11 and over use figures.
- For dates, write them out as 'Thursday 23 April' without the 'rd'.
- Write '6 May 2020' and '6–9 May 2020'.
- For money, use '£4 million to £5 million' and not '£4 to 5m'.
- Use the % symbol instead of writing 'per cent'.
- Use percentages, decimals and fractions.
- Do not start a sentence with a numeric character.
- The word data is plural.
- Do not use a numeric number at the end of a sentence. In this case, 8 would be written as eight.

Do not use the terms 'approximately', 'almost', or 'nearly' when referring to the number of electors or entitlement. Always use the exact figure, to two decimal places in the case of entitlement.

Paragraphs

Write paragraphs that are concise, logical and start with a sentence that says what the paragraph is about. Paragraphs should generally be no longer than ten lines.

Where possible, do not write paragraphs that consist of only one sentence and try not to use long sentences. You should generally aim for sentences of between 15 and 20 words.

Paragraph numbering should begin 1, 2, 3, with subparagraphs labelled a, b, c and further subparagraphs i, ii, iii.

Quotation marks

Use single quotes for speech and for words used in an unusual way. Avoid double quotes. For example:

- 'The framework allows government customers to 'purchase' a digital delivery team.'
- 'She said 'it just wasn't right' to do that.'

For quotes running to two or more paragraphs, open quotes for each new paragraph. Close quotes only at the end of the quote.

Quotation marks after the full stop if the whole sentence is the whole quote, e.g. 'There's nothing more for me to do.'

Quotation marks before the full stop if the quote is a fragment, e.g. He said that there was 'nothing more for him to do'.

Spaces and ellipses

Use a single space between sentences.

Ellipses ... put spaces either side.

Titles

Use capital letters for personal titles of people, whether or not their name is included. For example, 'the Deputy Chair of the Commission', 'the Prime Minister' or 'Secretary to the Commission'. This includes when referring to a group of people who hold the same title, e.g. 'Commissioners', 'Assistant Commissioners', or 'Ministers'.

Typeface and colours

Use Arial 12pt black for main text.

The two colours you can use for Commission headings or tables (unless they are specific to a single region) are:

- Light blue 306C: RGB: 0.181.226; CMYK: 75.0.5.0
- Process black: RGB: 0.0.0; CMYK: 0.0.0.100

These colours - and those for the individual regions - are in the colour palette in the BCE brand guidelines folder in the drive

Logos

All logos for the 2023 Review, including those for each region can be found in the drive.

Underlining

Don't underline words in your text as they may be mistaken for hyperlinks.

Voice

Previous proposals and counter-proposals received during a consultation use the past tense (e.g. 'they proposed an alternative configuration'), but use the present tense for the Commission's current proposals (e.g. 'we now propose ...'). When describing the actual **effect** of proposals, however, these are future conditional, so use 'would' instead of 'will', e.g. 'our initial proposals would realign the boundary to new local government wards'.

The term 'we considered that' should only be used for suggestions that are not part of the proposals, for example 'we considered an alternative scheme'.

Try to use active rather than passive verbs as much as possible. Active sentences are direct and easier to understand. Passive sentences usually contain one or more of the following words: be, been, being, by, is, was, were, are.

How to turn a passive sentence into an active one:

- Many representations were received (passive).
- We received many representations (active).

Up to 90% of your verbs should be active. But sometimes you may have to use the passive:

- to make something less hostile – 'the book has not been returned' (passive) is softer than 'you have not returned the book' (active)
- to avoid taking the blame – 'a mistake was made' (passive) rather than 'we made a mistake' (active)
- when you don't know who or what is doing the action – 'the darts team has been chosen'
- when you use the subjunctive - 'the commissioners recommended that the proposals be accepted'
- because it simply sounds better.

Use 'We' rather than 'the commission' and address the reader as 'you' rather than as 'the public'.

For example: 'We will be publishing our initial proposals shortly'.

'You can send your comments to us by email.'

'Weasel' and alternative words

Weasel words are vague or ambiguous words and expressions that have had the life and meaning sucked out of them by frequent and indiscriminate usage. They add nothing to

the reader’s understanding and may even mislead. The expression ‘weasel word’ is based on a traditional belief that weasels suck the yolk from birds’ eggs, leaving only the empty shell.

By way of example, consultation respondents are almost always very clear on their view and what they want, so don’t say they ‘indicated’ or ‘suggested’ something, unless one really is vague (in which case consider very carefully why you want to refer to that response at all). Use ‘said’, ‘stated’, ‘put forward’, ‘proposed’, or some other equivalent that fits the context, but does not give the impression that the response was unclear and/or that we have had to infer something from what was actually said.

You can also refer to the Campaign for Plain English’s [A-Z of alternative words](#).

Part 2 - Review-specific terminology

Review terminology to use

Use the specific guidance below for review terminology. It is important that terminology is consistent across all our communications.

Use	Comment
2013 Review	Use instead of ‘Sixth General Review’.
2023 Review	Can also say ‘2023 Review of Parliamentary constituencies’.
constituencies	Use in preference to ‘seats’, which should not be used.
electoral quota (EQ)	When writing a general document, refer to this as being 73,393. In formal documents say ‘the electoral quota is, to the nearest whole number, 73,393’. In very limited circumstances, when we want to show the absolute detail of the way the legislation works, say that ‘specifically, according to the Act, the EQ is 47,338,266 divided by 645 expressed as a whole number’.
initial proposals	Use instead of the old ‘provisional recommendations’.
initial consultation period	Use to describe the first 8-week period (the term used in the Act).
revised proposals consultation period	Use to describe the 4 week period (again the term used in the Act).

revised proposals	Use instead of the old 'revised recommendations'.
secondary consultation period	Use to describe the 6 week period (this is not given a specific terminology in the Act).
final recommendations	Use only for the ultimate decisions that go into the final report at the end of a Review.
'BCE' or 'the Commission'	Use once you've given the full title of Boundary Commission for England - both are singular rather than plural.

Terminology to avoid

Avoid using the terminology below.

Not to be used	Comment
theoretical entitlement	Avoiding using 'theoretical entitlement' [of a region or area, to a number of constituencies]. Use 'mathematical entitlement' instead.
'abolishing' a constituency	Don't single out constituencies as 'abolished'. It is more accurate to say that constituencies have been 'reconfigured' and that wards have been 'incorporated' or 'redistributed' into other constituencies due to changes to constituency boundaries. Say that a region, sub-region or county has a 'reduced' number of constituencies.
modified recommendations	Don't use it as a phrase because it had a meaning specific to the old review system, where 'final' recommendations could subsequently be further amended. You can refer to proposals being modified, but not in place of the proper term 'revised proposals' where that is the case.

Other specific terminology and preferred usage

- Among not amongst
- '-based' (e.g. a 'region-based' approach)
- 'Blackwall Tunnel Northern Approach road' (i.e. 'r' as 'road' not part of its name)

- borough constituency (BC); county constituency (CC)
- Boundary Commission for England but e.g. 'boundary commissions', 'other commissions' when using 'commission' as a generic term
- The Borough of/District of..... as this is the specific name of the entity. e.g. Borough of Oldham. But, when the descriptor comes after the name of the area, the descriptor technically becomes an adjective, describing the status. For example: Oldham borough
- 'Buckinghamshire and Milton Keynes sub-region'
- Chair of the Commission
- city/city council (unless specific name, e.g. City of Leeds, Leeds City Council)
- co-operate
- co-ordinate
- Councillor or Cllr acceptable – stick with predominant style of document
- counter-proposal (not counter proposal)
- county/county council (except specific e.g. the County of Kent/Kent County Council)
- 'cross-county boundary constituency' (**not** cross-border, cross county, cross-boundary)
- 'cross-local authority boundary constituency'
- Deputy Chair (of the Commission)
- district/district council (unless specific name, e.g. District of South Hams/South Hams District Council)
- electoral quota
- within the permitted [electorate] range, rather than 'within the electoral quota', or 'within quota'. Use all three words unless you've already referred to electorate earlier in the sentence.
- Electoral Registration Officer (when used as the name of a role)
- email
- electoral registration and returning officers
- existing constituency(ies)/arrangement(s) (**not** current constituencies, 5th Review constituencies etc)
- General Election
- The Guide to the 2023 Review or 'the Guide'
- hyphenate 'eight-week consultation'
- in so far as (i.e. not hyphenated)
- initial proposals for the x region first time; thereafter just initial proposals
- initial representation (to describe one received during the initial consultation period)
- the Isle of Wight
- Conservative Party, Green Party, Labour Party, and Liberal Democrats (plural) when referring to the national party. When referring to a regional/local level of the party, use whatever term they themselves have provided.
- the 'least worst' option (use scare quotes)
- M6 motorway
- North Circular Road (cap 'R' as this is its full name)
- north-south (the river runs north-south)
- non-departmental public body

- parish/parish council (unless specific, e.g. Parish of Whitchurch Canonorum/Whitchurch Canonorum Parish Council) (also applies for town councils)
- Parliament
- Parliamentary
- Parliamentary constituencies
- Parliamentary constituency boundaries *or* constituency boundaries
- public hearing (**not** public inquiry or local hearing/inquiry); also references to oral representations at public hearings should be as in the following example: ‘We also note the evidence given by Mr J Smith in their oral representation (Truro public hearing, Day 1, pp 34–36).’
- the regions (general use) or (do **not** refer to regions as the European regions)
- redraw (no hyphen)
- rename (no hyphen)
- Returning Officer
- revised proposals (**not** capitalised)
- Rule 2 (but see note below about shorthand for factors in rule)
- the review date
- Schedule 2; Schedule 2 as amended (no comma); Schedule 1 paragraph 6 (no comma)
- section (of an Act)
- sub-region
- town
- UK electoral quota
- the United Kingdom (or the UK)
- unitary authority
- village
- ward (please note that this should be the term used even in those areas with electoral divisions instead of wards – the Commission’s covering report will make clear that the term captures both types of unit)
- Gives an entitlement to, not an entitlement of
- Don’t start a sentence with However (or But) – start with ‘Conversely’, or put ‘however’ later in the sentence (with a comma before and after)
- ‘Which’ should be preceded by a comma when used to refer to something (as opposed to being used as a question word), otherwise use ‘that’
- while not whilst
- World War Two.

Other terminology and preferred usage

- **Upper case for region names** – e.g. the South East. Generally use ‘region’ in relation to Eastern, North East, and West Midlands (the latter two have sub-region administrative units with the same name), otherwise whether or not to use ‘region’ is at the drafter’s discretion.
- **Compass points** – hyphenate when used for general directions, e.g. to the south-east, in the north-west of Birmingham. When compass points are used in a constituency name, if the description refers to a county or rural area, use the compass point as a prefix, for example South West Devon, North Norfolk. If referring to a built up area, use as a suffix, e.g. Bristol North East, Swindon South
- If listing places/wards/constituencies in a piece of narrative text (instead of using a bulleted list), use commas to separate the items for up to three things (unless the names themselves have commas, in which case...), otherwise preface the list with a colon and separate the items with a semi-colon.
- In lists of ward names treat **‘St’ as ‘St’** (rather than ‘Saint’ or ‘St.’) and alphabetise accordingly.
- References to **orphan wards** - on the first occasion this is used in a document, add this explanatory footnote: “Orphan ward refers to a single ward from one local authority, in a constituency where all the other wards are from another local authority.”
- Explanatory footnotes are not required to describe polling districts.

Tone

The authorial voice should generally be plural, as it will almost always be written on behalf of all the Commissioners (e.g. ‘We agree and therefore propose ...’).

Tense – Generally things that have already happened require simple past tense (and remember your active verb), e.g. ‘we received many representations’ (not ‘many representations have been received’). Proposals are rather tricky, as they are by nature about a possible future effect, and the wording changes depending on whether they are still a ‘live’ option or rejected. Accordingly, while proposals (whether ours or respondents’) are still ‘live’ and/or being considered (including in a narrative report), use ‘would’, e.g. ‘our initial proposals would change the Notown constituency by transferring the ward of’. Only after particular proposals have actually been rejected, you refer to their effect as ‘would have’, e.g. Assistant Commissioners did not agree with the Conservative Party counter-proposals for Notown, which they felt would have divided the community of ...)

Referencing

Footnote references outside punctuation, e.g. Blah blah blah.¹

¹Blah

Cross-references: say, 'as discussed [above/below/in chapter 4/in section 3]'. Avoid referencing specific paragraph numbers to avoid risk of errors arising during/after editing.

Referencing representations

When referencing a representation, place the unique ID number in parentheses immediately after the name of the person making the representation (after the MPs constituency when first naming them), e.g. 'John Enthusiast (BCE-12345) submitted a counter-proposal', 'Jane Politician, MP for Anyborough East (BCE-67890), spoke at the public hearing in Herechester'.

Only need to give the ID number the first time the respondent is mentioned, unless:

- The respondent did not give permission to use their name, in which case you simply refer to the ID number every time;
- The respondent has made more than one representation, in which case you either give all relevant representation numbers on first mention of the individual, or give each individual number at the most relevant point in the text for it; or
- The respondent has given a response that covers a wide area (particularly relevant for the national political party representations and those from boundaries enthusiasts), in which case use your best judgment of how frequently to repeat the number. It should be repeated at least on first mention for each county or London Borough, but does not need to be repeated after every mention of the respondent.

Quoting from transcripts

When quoting from transcripts/representations, use the person's full name as given in the transcript initially and then 'Mr X', 'Mrs X' or 'Ms X' thereafter.

Formatting, paragraphs and numbering

Arial font used throughout.

Paragraphs prior to copy-editing in the BCE reports will be numbered according to the chapter number (i.e. paragraphs in chapter 1 will be 1.1, 1.2 etc).

Paragraphs in the AC reports will be numbered sequentially starting again from 1 with 'AC' preceding (i.e. AC1, AC2, AC3 etc)

Avoid use of tables – in the unlikely event that tables are needed use standard word tables and these will be re-formatted.

Code your headings with [ch] for Chapter heading, [A] for first level heading, [B] for second level heading, and so on.

The approach to describing the statutory factors

The factors that the Boundary Commission may take into account, if and to such extent as it thinks fit, are listed in Schedule 2 of the 1986 Act as amended as Rules 5(1)(a) to (d).

Our Guide to the 2023 Review lists these factors in bullet point form, but does not refer to them explicitly using the form “Rule 5(1)(x)”, or use this formulation elsewhere in the same document.

Generally you do not need to use the terminology Rule 5(1)(x), but instead use the wording of the factor itself and refer to ‘taking into account’ one of the following factors:

- The size/shape/accessibility of the constituency;
- The geographical considerations / the physical geography;
- The existing/prospective local government boundaries;
- The existing constituency boundaries;
- local /community ties.

In relation to any conclusions drawn following consideration of the evidence, use a form of words such as ‘our recommendations strike a better balance between the factors’ as opposed to ‘meet the factors’.

Correspondence

Use the BCE letter template for correspondence, editing contact details and the signature block of the sender as appropriate:

- BCE Letterhead (remember to save it as a separate document first)

For emails sent from team member’s individual mailbox, use the email signature template below (amending appropriately both the text and where the email address link points):

Tim Bowden | Secretary to the Commission



Boundary Commission for England

35 Great Smith Street | Westminster, | London | SW1P 3BQ

t: 020 7276 1102

e: information@boundarycommissionengland.gov.uk

w: boundarycommissionforengland.independent.gov.uk/



Salutation and Greeting

Use Dear Mr, Mrs, Ms or Dr if you know the person’s title, then follow by the surname only (not the first name).

Check contact details provided by the correspondent to determine appropriate salutation.

For those with special titles, such as peers or members of the armed forces or clergy, check www.debretts.co.uk/forms-of-address.aspx for the specific salutations.

For example:

A letter to the Earl of Bessborough would have 'Earl of Bessborough' in the address, but would begin 'Dear Lord Bessborough'.

Members of Parliament, councillors or other officials should still be addressed in the same way as other correspondents.

Concluding a letter or email

Use 'Yours faithfully' if you do not know the name of the person.

Use 'Yours sincerely' if you know the name of the person.