

TELFORD & WREKIN COUNCIL**BOUNDARY REVIEW COMMITTEE – 29 APRIL 2014****COMMUNITY GOVERNANCE REVIEW – HADLEY & LEEGOMERY PARISH COUNCIL – AGREEMENT OF TERMS OF REFERENCE DOCUMENT****REPORT OF ASSISTANT DIRECTOR: LAW, DEMOCRACY & PEOPLE SERVICES****1. PURPOSE**

- 1.1 To seek Members approval for a draft Terms of Reference document for the conduct of this Review and a Draft Proposals document. The documents incorporate the main policies that the Council will follow in the Review and its draft recommendations. Publication initiates the Review.

2. RECOMMENDATIONS

- 2.1 That the Committee adopts and publishes the Terms of Reference document.
- 2.2 That the Committee adopts and publishes the Draft Proposals document.
- 2.3 That the Committee appoints the Assistant Director: Law, Democracy & People Services as the “Proper Officer” for the purposes of the review.

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	No	
	Will the proposals impact on specific groups of people?	
	Yes	Electors in Hadley and Leegomery Hadley Castle and Leegomery Parish wards
TARGET COMPLETION/ DELIVERY DATE		
FINANCIAL/VALUE FOR MONEY IMPACT	Yes	Under the Local Government and Public Involvement in Health Act 2007, Local Authorities have the responsibility to undertake Community Governance Reviews, which includes arrangements in Parishes. The process to be followed is prescribed and will involve officer time and other associated costs, such as postages and printing. These costs will be met from within existing

		resources.
LEGAL ISSUES	Yes	<p>Authority is delegated to Boundary Review Committee to deal with all matters relating to Community Governance Reviews.</p> <p>There is a need to appoint an officer of the Council to act as “Proper Officer” within the Regulations issued under the Act. The Proper Officer is needed to make decisions in respect of the apportionment of the property, rights and liabilities of parish councils where applicable. The Regulations set out criteria to be used by the Proper Officer in making such calculations.</p> <p>There are no direct legal implications arising from this report at this stage. Further legal advice will be given as and when necessary during the consultation and order making process.</p>
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	The opportunities and risks associated with any legislative change following on from this consultation have been identified and assessed. Arrangements would be put in place to manage the risks and maximise the opportunities that have been identified if community governance in the affected areas was to change.
IMPACT ON SPECIFIC WARDS	Yes	Hadley & Leegomery Ward

3. **SUMMARY**

- 3.1 Telford and Wrekin Council has received a letter from Hadley & Leegomery Parish Council seeking adjustment of its boundaries. In accordance with Section 83 of the Act, the Borough Council is required by law to conduct a Community Governance Review.

In 2009 a Community Governance Review of the Hadley & Leegomery Parish Ward of Hadley and Leegomery Parish was undertaken which concluded that the Hadley and Leegomery Parish Ward be divided into three parish wards – the Hadley Castle, Hadley Manor and Leegomery parish wards – for the purposes of elections to the parish council and that the ward boundaries be as outlined in the Maps at **Annex 1**.

In 2014, the Local Government Boundary Commission for England (LGBCE) published its final recommendations for new electoral arrangements for Telford & Wrekin Council. Due to an anomaly, this review was based on an incorrect ward boundary between the Hadley Castle and Leegomery parish

wards, resulting in 430 electors at boundary consisting of Haybridge Road and roads to its north-west being included in Leegomery Ward when they should be in Hadley Castle.

Hadley & Leegomery Parish Council, therefore, seek to restore the boundaries agreed following the 2009 Community Governance Review in order to correct the error.

4. **PREVIOUS MINUTES**

4.1 None relating to this Review.

5. **INFORMATION**

5.1 **Background**

In the conduct of a Review, the Council has to be mindful of Part 4 of the Local Government and Public Involvement in Health Act 2007 and Guidance on Community Governance Reviews that has been issued by the Department for Communities and Local Government and The Local Government Boundary Commission. The first stage of the Review is the drawing up of a Terms of Reference document which is attached at **Annex 2**. In effect, this document becomes the Council's policies for the conduct of the Review. It should provide background information to help to allow electors and other interested organisations to make informed submissions, but it should also refer to the legislative framework against which the Review must operate. Publication of the Terms of Reference commences the Review, and the Review must then be completed within twelve months.

The document now before the Committee therefore attempts to provide information and the background legislative framework on the issues that are related to a review of the Hadley and Leegomery Parish. There is information on the present parish wards, electorate and present electoral arrangements. There is information on how the Council proposes to consult the electors and other interested organisations and the consultation periods that will be allowed in the Review. The Terms of Reference document attempts to provide brief guidance on how consultees should approach the key issues.

Due to the nature of this review and to ensure an expeditious outcome, a Draft Proposals document is also published at **Annex 3**.

5.2 **What happens next?**

Publication of the Terms of Reference document formally launches the Review. We will then use the submissions that are received together with the policies outlined in the Terms of Reference and the legislative framework to help us draw up Final Proposals for the future of community governance in the affected area. European elections take place in late May and therefore May has been left clear in the Review timetable as key staff will be fully engaged with election work during this period.

The Council is keen to keep the review process as simple and straightforward as possible.

A Timetable for the Review

Action	Timetable	Relevant Date
Terms of Reference are published		29 April 2014
Consultations	6 weeks	6 June 2014
Final Recommendations are prepared		June 2014
Final Recommendations are adopted by Boundary Review Committee and published		June/July 2014
Council publishes the Reorganisation Order		July 2014

6. **WARD IMPLICATIONS**

Hadley & Leegomery Borough Ward

7. **BACKGROUND PAPERS**

Local Government and Public Involvement in Health Act 2007

Guidance on Community Governance Reviews (Department for Communities and Local Government and LGBCE, March 2010).

Community Governance Reviews And Related Matters – Local Government and Public Involvement In Health Act 2007 – A Guide To New Legislation And Practice

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