

**TELFORD & WREKIN COUNCIL**  
**BOUNDARY REVIEW COMMITTEE – 9 FEBRUARY 2017**  
**APPROVAL OF PROCESS FOR MANAGING COMMUNITY GOVERNANCE REVIEWS**  
**REPORT OF ASSISTANT DIRECTOR: GOVERNANCE, PROCUREMENT AND COMMISSIONING**

**1. SUMMARY**

- 1.1 Telford & Wrekin Council has a responsibility to undertake Community Governance Reviews (CGR's).
- 1.2 The report outlines the proposed timetable to ensure that the Council effectively manages any existing or forthcoming requests for CGR's, particularly for implementation for the May 2019 local elections.
- 1.3 The Committee is asked to agree the timetable, and delegate responsibility to the Assistant Director to initiate a suitable process and supporting paperwork to carry out the review process.

**2. RECOMMENDATIONS**

- (i) That the Boundary Review Committee review and agree the timetable and suggested process for undertaking Community Governance Reviews before the 2019 local government elections**
- (ii) That the Boundary Review Committee approve the Information Pack, (Appendix B of this report) and delegate responsibility to the Assistant Director; Governance, Procurement and Commissioning, after consultation with the Chair, to make minor amendments to the Information Pack to ensure that the documentation is as useful as possible and reflects best practice in the efficient delivery of Community Governance Reviews.**
- (iii) That Members specifically endorse the policy that, other than in exceptional circumstances, Community Governance Reviews will only be considered when a formal petition from local electors is received.**

**3. SUMMARY IMPACT ASSESSMENT**

<b>COMMUNITY IMPACT</b>	Do these proposals contribute to specific Priority Plan objective(s)?	
	No	
	Will the proposals impact on specific groups of people?	
	Yes	<i>Residents within the area of any defined CGR request</i>
<b>DELIVERY DATE</b>	By 1 <sup>st</sup> October 2018, commencing formally 1 <sup>st</sup> October 2017	
<b>FINANCIAL/VALUE FOR MONEY IMPACT</b>	No	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.

<b>LEGAL ISSUES</b>	Yes	<p>Under the Local Government and Public Involvement in Health Act 2007 the Council has a responsibility to undertake community governance reviews in defined circumstances.</p> <p>Authority is delegated to the Boundary Review Committee to deal with matters relating to Community Governance Reviews.</p> <p>Regulations under the 2007 Act make provision for the purposes of, or in consequence of, the making of reorganisation orders. These make provision in relation to matters such as the distribution of property, rights and liabilities for which the Council must appoint a 'Proper Officer', and the setting of precepts for new parishes.</p> <p>It is also the responsibility of the Council to produce the Terms of Reference and thereafter decide how to carry out the review with a view to concluding the same within a period of twelve months.</p>
<b>OTHER IMPACTS, RISKS &amp; OPPORTUNITIES</b>	Yes	Risks would include legal challenge – Judicial Review (local residents or statutory bodies, e.g. Boundary Commission etc) in respect of process and final decision.
<b>IMPACT ON SPECIFIC WARDS</b>	Yes	Depending on the area(s) who may request a CGR be undertaken

## **BACKGROUND**

### **Community Governance Reviews**

1.1 Community Governance Reviews enables Telford & Wrekin Council to review and put in place or make changes to community governance systems and structures. This can be by:

- creating, merging, altering or abolishing parishes;
- revising the naming of parishes and the style of any new parishes;
- reviewing the electoral arrangements for parishes, such as the council size; the number of councillors to be elected to the council and parish warding.

Community Governance Reviews can be instigated in either of three ways:

- by a resolution passed by Telford and Wrekin Council
  - by a petition signed by local electors which requests a CGR, or
  - by a Community Governance Application by a designated neighbourhood forum
- It is recommended that, other than in exceptional circumstances, the Council should only seek to initiate a Community Governance Review following either receipt of a petition signed by the requisite number of electors for the petition area to be reviewed, or following receipt of a Community Governance Application. The reason

being that this is a good indicator of local views and it would be difficult, but not impossible, for community intention to be demonstrated in a clearer way.

- 1.2 There are presently four reviews that we are aware individuals or councils are considering.

Other requests may be forthcoming when the Parish Councils are informed of the proposed timetable and process. However, the time and resources required to undertake such reviews are such that a maximum of four reviews could be completed within the suggested timetable leading to changes being effective for the May 2019 local Council elections.

- 1.3 A timetable for undertaking Community Governance Reviews during 2017/18 is attached, please see Appendix A.

Parish Councils, local electors, and neighbourhood forums requesting a CGR are required under the 2007 Act to provide a range of initial information, as indicated in the Practical Considerations leaflet. This would form the basis of the Terms of Reference. The Council would make available information relating to financial precept costs for parishes, boundary maps and the numbers of current and forecast electorate within prescribed areas.

A process and information pack has been developed, to enable Community Governance Reviews to be effectively managed and is included in Appendix B. The pack will include:

- A Practical Considerations leaflet, for Parishes considering requesting a CGR
- A document detailing Frequently Asked Questions (FAQ's)
- An Outline Process and draft Timetable
- Actions to be undertaken at each stage
- Duties and powers of Principal Councils conducting CGR's
- Stage One submission form template, to enable formal requests to be submitted

### **Background Papers**

[DCLG/ Local Government Boundary Commission Guidance on Community Governance Reviews issued pursuant to s100 of the Local Government and Public Involvement in Health Act 2007](#)