

**TELFORD & WREKIN COUNCIL****BOUNDARY REVIEW COMMITTEE – 10 MAY 2018****COMMUNITY GOVERNANCE REVIEW – NEWPORT TOWN COUNCIL –  
AGREEMENT OF TERMS OF REFERENCE DOCUMENT****REPORT OF THE ASSISTANT DIRECTOR: GOVERNANCE, PROCUREMENT  
& COMMISSIONING****1. PURPOSE**

- 1.1 To seek Members approval of draft Terms of Reference for the conduct of this Review. The document incorporates the main policies that the Council will follow in the Review and its draft recommendations. Receipt of a valid petition, received on 8 March 2018 initiates the Review.

**2. RECOMMENDATIONS**

- 2.1 That the Committee adopts and publishes the Terms of Reference document as set out at **Annex 1** to this report.
- 2.2 That the Committee appoints the Assistant Director: Governance, Procurement & Commissioning as the “Proper Officer” for the purposes of the review.
- 2.3 That the timetable for the Review as set out in TABLE 1 of the Terms of Reference be noted and that the Committee agree to receive the draft proposals for approval and the final recommendations as detailed in the timetable.
- 2.4 That the Assistant Director: Governance, Procurement & Commissioning be authorised to undertake any actions required to progress the Review with the exception of the approval of the Draft Proposals and approval of the Final Recommendations which will be reserved to the Boundary Review Committee.

**3. SUMMARY IMPACT ASSESSMENT**

<b>COMMUNITY IMPACT</b>	Do these proposals contribute to specific Priority Plan objective(s)?
	Yes/No
	Will the proposals impact on specific groups of people?

	Yes/No	Electors in the parishes of Newport and Chetwynd Aston and Woodcote.
<b>TARGET COMPLETION/ DELIVERY DATE</b>		March 2019- recommendations will be published
<b>FINANCIAL/VALUE FOR MONEY IMPACT</b>	Yes/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/No	<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>
<b>OTHER IMPACTS, RISKS &amp; OPPORTUNITIES</b>	Yes/No	The opportunities and risks associated with any 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.
<b>IMPACT ON SPECIFIC WARDS</b>	Yes/No	Newport South and East (South), Chetwynd Aston and Woodcote, Church Aston and Lilleshall

#### 4. SUMMARY

- 4.1 Telford and Wrekin Council has received a community governance petition from Newport Town Council seeking adjustment of its boundaries. The petition has been checked against the provisions in the Local Government and Public Involvement in Health Act 2007 and has been found to be a valid petition. In accordance with the Act, the Council is therefore required to conduct a Community Governance Review. The Review begins from receipt of a valid petition and following this a Terms of Reference document is to be published.

## 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 1**. In effect, this document becomes the Council's policies for the conduct of the Review. It should provide as much background information as is possible 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. The Review must then be completed within twelve months of receipt of a valid petition.

- 5.2 The document now before the Committee therefore attempts to provide information and the background legislative framework on a wide range of issues. The document provides information on the present structures in Newport and Chetwynd Aston & Woodcote, the electorate and present electoral arrangements and precept costs. The legislation places great emphasis on consultation in a Review, and this document also sets out how the Council proposes to consult the electors and other interested organisations, together with the consultation periods that will be allowed in the Review.

- 5.3 The key issue in this Review will be whether the Newport Town Council boundary is extended down to the A518 effectively reducing the extent of the boundary to the parish of Chetwynd Aston and Woodcote. The Terms of Reference document attempts to provide guidance on how consultees should approach these issues.

- 5.4 Finally, the document looks at 'consequential matters', the 'knock-on' effects of making changes to the current structure.

### 5.4 **What happens next?**

Terms of Reference will be published by 31 May 2018, a ten week consultation period will then commence where initial submissions will be invited. The Council will then use the submissions that are received together

with the policies outlined in the Terms of Reference and the legislative framework to draw up Draft Proposals for the future of community governance in the affected areas. A proposed timetable for the conduct of the Review is set out in **Annex 1**.

6. **PREVIOUS MINUTES**

Boundary Review Committee – 2 November 2017 (Minute No. BRC-05)  
Boundary Review Committee – 8 March 2018 (Minute No. BRC-10)

7. **BACKGROUND PAPERS**

Local Government and Public Involvement in Health Act 2007  
(<http://www.legislation.gov.uk/ukpga/2007/28/contents>)

Guidance on Community Governance Reviews (Department for Communities and Local Government and LGBCE, March 2010).  
([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/8312/1527635.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/8312/1527635.pdf))

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