

**Council 27.3.17: Community Governance Review, Appendix 4**  
**Community Governance Review Working Group – Terms of Reference**

**Areas covered by Community Governance Review**

- Pittville – the areas shown in the attached map (Appendix 3),
- Part of St Nicholas Drive, Prestbury ward
- Part of Merestones Drive

**Membership**

Membership of the working group will comprise:

- Cllr Steve Jordan, Leader
- A minimum of one elected member from each party, who do not have any conflict of interest.
- Helen Down - Participation and Engagement Team Leader
- Richard Gibson – Strategy and Engagement Manager
- John Teasdale - One Legal (advisory as required)
- Paul Jones or Sarah Didcote – Finance (advisory as required)
- Alison Robinson – Gloucestershire Association of Town and Parish Councils

The Pittville Parish Council Campaign Group will be asked to offer advice to the working group in considering the proposal and to offer feedback on the recommendations of the working group, before they are presented for approval.

**Purpose of the working group**

The working group will be an advisory group, to conduct the community governance review (in accordance with the criteria below) and will present its recommendations to Full Council for consideration. The purpose of the working group is:

- To consult local government electors in the areas under review.
- To consult others including Gloucestershire County Council which would have an interest in the review. Other bodies might include local businesses, local public and voluntary organisations – such as schools and health bodies. The working group will draw up a list of consultees with advice from the Pittville Parish Campaign Group.
- To make recommendations as a result of the review, which take account of representations received in connection with the review as well as this authority's own knowledge of the local area, while having regard for the statutory criteria (see below in italics) and for the criteria as agreed by Council.

**Criteria for the community governance review**

Principal councils are required, by section 100(4) of the Local Governance and Public Involvement in Health Act 2007 to have regard to the Guidance on Community Governance Reviews which is issued by the Secretary of State, under section 100(1) and (3), and the LGBCE under section 100(2).

***The 2007 Act places a duty on principal authorities to have regard to the need to secure that any community governance for the area under review reflects the identities and interests of the local community in that area, and that it is effective and convenient, in terms of a local authority's ability to deliver quality services economically and efficiently, and give users of services a democratic voice in the decisions that affect them.***

***Relevant considerations which influence judgments against these two principal criteria include the impact on community cohesion, and the size, population and boundaries of the proposed area.***

The guidance states that:

- A parish should be based on an area which reflects community identity and interest and is of a size which is viable as an administrative unit of local government.
- Boundaries should be, and be likely to remain, easily identifiable
- The recommendations made in the community governance review ought to bring about improved community engagement; better local democracy, and result in more effective and convenient delivery of local services.
- Parishes must fall within the boundaries of a single principal council's area.
- Community governance reviews should be conducted transparently so that local people and other local stakeholders who may have an interest are made aware of the outcome of the decisions taken on them and the reasons behind these decisions.
- The review must be completed within 12 months of the receipt of the petition. In this case the petition from Pittville Parish Council Campaign Group was received in January 2017.

### **Recommendations to be made by the working group**

The first requirement of the working group will be to present, for agreement by Council:

- A consultation document to go out to electors and stakeholders in the area(s) under review.
- A proposal for how recommendations will be determined from the feedback, for example, what proportion of respondents need to respond and agree to the proposals.

Following the consultation, the working group will put forward recommendations for Council to agree as to:

- Whether a new parish should be constituted;
- What the electoral arrangements for the new parish council should be (based on the numbers of electors)

The working group may make a recommendation which is different to the proposal put forward by the petitioners if there are grounds for doing so.

The working group may also recommend that minor changes to borough ward boundaries are required as a result of the parish boundary review.

### **Meeting arrangements**

The working group will meet fortnightly from April to June 2017, monthly during the consultation phase and then fortnightly from September to December 2017 to develop the recommendations and (if agreed), the Reorganisation Order and setting of the parish precept.

### **Decision Making**

It is for Council to take any decision, based on consideration of the recommendations of the working group, and the options will be:

- Do nothing and decide that a new parish council for Pittville should not be created and the other changes should not be made.
- Accept the proposals put forward in the terms of reference of the community governance review
- Accept the proposals put forward in the terms of reference of the community governance review but on an amended boundary.

After taking a decision on the extent to which the council will give effect to the recommendations made in a community governance review, the council must publish its decision.