

## **South Hams District Council**

### **Community Governance Review – Terms of Reference**

At its meeting on 12 February 2015, South Hams District Council resolved to instigate a Community Governance Review. The District Council will be guided by the relevant legislation and guidance, in particular the Local Government and Public Involvement in Health Act 2007 and Guidance on Community Governance Reviews (published jointly by the Department for Communities and Local Government and the Local Government Boundary Commission for England).

#### **What is a Community Governance Review?**

A Community Governance Review provides the opportunity for 'principal councils' (district councils and unitary councils) to review and make changes to community governance within their areas. Such a Review can be helpful in circumstances such as where there have been changes in population, or in reaction to specific or local new issues.

In so doing, a Community Governance Review offers an opportunity to put in place strong, clearly defined boundaries, tied to firm ground features and remove the many anomalous parish boundaries that exist in England.

#### **Why is the District Council undertaking the Review?**

In light of the Council decision made on 12 February 2015, the main purpose of this Review will be to consult on a proposal to transfer the area to the East of Ivybridge, recently added to create the new SHDC Ivybridge East Ward, from Ugborough Parish to the Ivybridge Parish.

The government has emphasised that recommendations made in a Review ought to bring about '*improved community engagement, more cohesive communities, better local democracy and result in a more effective and convenient delivery of local services.*'

As the principal authority, South Hams District Council is responsible for undertaking any such Review within its electoral area. The body responsible for overseeing this process is the Full Council, who will be responsible for producing draft and final recommendations. The Council will approve the final recommendations before a Community Governance Order is made.

## How will the District Council conduct consultations during this Review?

Before making any recommendations or publishing final proposals, the District Council will take full account of the views of local residents. The District Council will comply with the statutory consultative requirements by:-

- Consulting local government electors for the area under review;
- Consulting any other person or body (including a local authority) which appears to the District Council to have an interest in the review;
- Notifying and consulting Devon County Council; and
- Taking into account any representations received in connection with the review.

Information relating to the review will be available on the Council website ([www.southhams.gov.uk](http://www.southhams.gov.uk)) and key documents will be available on request from the District Council offices at: Follaton House, Plymouth Road, Totnes TQ9 5NE.

The District Council will publish its recommendations as soon as practicable and will take such steps as it considers sufficient to ensure that persons who may be interested in the review are informed of the recommendations and the reasons behind them. The District Council will notify each consultee and any other persons or bodies who have made written representations of the outcome of the review.

## What will be the timetable for this Review?

It is a statutory requirement whereby a review must be concluded within a twelve month period from the day on which it commences. A review starts when the District Council publishes its Terms of Reference and concludes when the District Council publishes its final recommendations.

Outlined below is the proposed timetable for the review:-

<b>Stage 1</b>	<b>Publication of the Terms of Reference for the Review</b>	<b>Monday, 2 November 2015</b>
<b>Stage 2</b>	<b>Introductory Stage:</b> Submissions are invited. The District Council invites proposals from stakeholders on future arrangements in accordance with the Terms of Reference.	<b>Monday, 2 November 2015 – Wednesday, 24 February 2016</b>
<b>Stage 3</b>	<b>Consideration of Initial Submissions:</b> Draft proposals to be considered by the Political Structures Working Group before recommendations are made to the Annual Council meeting on 19 May 2016.	<b>Thursday, 25 February – Thursday, 19 May 2016</b>

<b>Stage 4</b>	<p><b>Consultation on Published Draft Proposals:</b> In publishing the draft proposals, the District Council will notify stakeholders and invite further comments and/or recommendations.</p>	<b>Monday, 23 May – Friday, 9 September</b>
<b>Stage 5</b>	<p><b>Final Recommendations</b> Consideration of consultation responses and production of final recommendations to be presented to the Political Structures Working Group in the first instance and on to the Council meeting in the Autumn for a final decision.</p>	<b>Monday, 12 September – Council Meeting in Autumn 2016 (date to be confirmed)</b>
<b>Stage 6</b>	<p><b>Implementation</b> Final recommendations are then published and the Council resolves (if appropriate) to make a Reorganisation of Community Governance Order.</p> <p>For administrative and financial purposes, the Order should take effect on 1 April 2017.</p> <p>Electoral arrangements for an existing town and/or parish council will come into force at the first elections to the town and/or parish council following (any) Reorganisation Order, which will be May 2019.</p>	<p><b>Council Meeting in Autumn 2016 (date to be confirmed)</b></p> <p><b>1 April 2017</b></p> <p><b>May 2019</b></p>

The review will be formally completed when the Council adopts and publishes the Reorganisation of Community Governance Order and requests that the Electoral Commission approve any consequential changes.

## **How to contact us**

Should you wish to submit a written representation regarding this review, please address this to:

Community Governance Review  
Member Services  
South Hams District Council  
Follaton House  
Plymouth Road  
Totnes  
TQ9 5NE

Alternatively, your submission may be emailed to:  
[member.services@southhams.gov.uk](mailto:member.services@southhams.gov.uk)

## **Date of publication**

Monday, 2 November 2015.