

## **West Devon Borough Council**

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

At its meeting on 23 May 2017, West Devon Borough Council resolved to instigate a Community Governance Review. The Borough 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’ (borough 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 Borough Council undertaking the Review?**

In light of the Council decision made on 23 May 2017, the main purpose of this Review will be to consult on a proposal to increase the size of the Okehampton Hamlets Parish Council by two additional parish councillors.

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, West Devon Borough 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 Borough Council conduct consultations during this Review?

Before making any recommendations or publishing final proposals, the Borough Council will take full account of the views of local residents. The Borough 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 Borough 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.westdevon.gov.uk](http://www.westdevon.gov.uk)) and key documents will be available on request from the Borough Council offices at: Kilworthy Park, Drake Road, Tavistock PL19 OBZ.

The Borough 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 Borough 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 Borough Council publishes its Terms of Reference and concludes when the Borough 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, 31 July 2017</b>
<b>Stage 2</b>	<b>Introductory Stage:</b> Submissions are invited. The Borough Council invites proposals from stakeholders on future arrangements in accordance with the Terms of Reference.	<b>Monday, 31 July 2017 – Tuesday, 21 November 2017</b>
<b>Stage 3</b>	<b>Consideration of Initial Submissions:</b> Draft proposals to be considered by the Council's Political Structures Working Group before recommendations are made to the Council meeting on 5 December 2017.	<b>Wednesday, 22 November – Tuesday, 5 December 2017</b>

<p><b>Stage 4</b></p>	<p><b>Consultation on Published Draft Proposals:</b> In publishing the draft proposals, the Borough Council will notify stakeholders and invite further comments and/or recommendations.</p>	<p><b>Monday, 11 December 2017 – Friday, 9 March 2018</b></p>
<p><b>Stage 5</b></p>	<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 on 27 March 2018.</p>	<p><b>Monday, 12 March – Council Meeting on 27 March 2018</b></p>
<p><b>Stage 6</b></p>	<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 May 2018.</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 on 27 March 2018</b></p> <p><b>1 April 2018</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  
West Devon Borough Council  
Kilworthy Park  
Tavistock  
PL19 0BZ

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

## **Date of publication**

Monday, 31 July 2017.