



SOUTH
KESTEVEN
DISTRICT
COUNCIL

TERMS OF REFERENCE

COMMUNITY GOVERNANCE REVIEW

PARISH OF CORBY GLEN

INTRODUCTION

At the request of Corby Glen Parish Council, South Kesteven District Council has resolved to undertake a Community Governance Review of the parish of Corby Glen.

The review is to consider the electoral arrangements for Corby Glen Parish Council to determine whether the number of parish councillors should increase from 7 to 9.

In undertaking this review, the Council has considered the Guidance on Community Governance Reviews issued by the Department for Communities and Local Government, Part 4 of the Public Involvement in Health Act 2007 and the relevant parts of the Local Government Act 1972.

TERMS OF REFERENCE

Section 81 of the Local Government and Public Involvement in Health Act 2007 requires the Council to publish a Terms of Reference document for a Community Governance Review. This document is published to meet that requirement.

The Terms of Reference sets out the aims of the Community Governance Review and the legislation that guides the process. We will publish this document on our website and hard copies will be made available via the parish clerk and at South Kesteven District Council Offices, St. Peter's Hill, Grantham. Further hard copies will be placed on deposit in our area offices in Stamford and the Deepings, and at the Bourne Community Access Point.

WHAT IS A COMMUNITY GOVERNANCE REVIEW (CGR)

A Community Governance Review (CGR) is a review of the whole or part of the district to consider one or more of the following:

- Creating, merging, altering or abolishing parishes
- The naming of parishes and the style of new parishes
- The electoral arrangements for parishes (the ordinary year of election, council size, the number of councillors to be elected to the council and parish warding)
- Grouping parishes under a common parish council or de-grouping parishes

A CGR is required to take into account:

- The impact of community governance arrangements on community cohesion; and
- The size, population and boundaries of a local community or parish.

The Council is required to ensure that community governance within the area under review will be reflective of the identities and interests of the community in that area, and is effective and convenient.

WHO UNDERTAKES THE REVIEW?

As the principal authority, South Kesteven District Council is responsible for undertaking any CGR within its electoral area. The Council will approve the final recommendations before a Community Governance Order is made. The lead officer with regard to this review is Julie Edwards, Elections and Democratic Services Team Leader.

WHY IS THE COUNCIL UNDERTAKING THE REVIEW?

Although not at the instigation of a petition, the Council has been approached by Corby Glen Parish Council requesting a formal review of the number of parish councillors, with a view to increasing the number of councillors from seven to nine.

There would be no alteration to the parish boundaries as part of this review.

In completing the review, the Council must have regard to securing community governance arrangements that:

- Reflect the identities and interests of the community in that area
- Are effective and convenient
- Take into account any other arrangements for the purposes of community representation or community engagement in the area

DECISION MAKING PROCESS IN SOUTH KESTEVEN

At its meeting on 1 March 2018, the Council considered the request received from Corby Glen Parish Council. Council was asked to resolve to undertake a Community Governance Review in respect of the number of members of Corby Glen Parish Council and approve these terms of reference for the review.

If, after completion of the review, the Council agrees that the number of members of the parish council should increase, it will need to make a Reorganisation of Community Governance Order. Any changes that are agreed by Council would take effect from the next ordinary elections for the parish council, in May 2019.

CONSULTATION

Before making any recommendations or publishing final proposals, the District Council will take full account of the views of local people and key stakeholders. During the review the District Council will consult with electors, ward and parish councillors and any other person or local body which appears to the Council to have an interest in the review. The Council will:

- Publish a notice and these terms of reference on the Council’s website and arrange for copies to be available for inspection at the Council’s offices.
- Send a copy of the notice and terms of reference to the Corby Glen Parish Council clerk;
- Arrange for the notice and terms of reference to be published on the Corby Glen Parish Council website and notice boards within the parish; and
- Send a copy of the notice and terms of reference to the District and County Councillors for the area and to Lincolnshire County Council

Copies of key documents will also be placed on deposit at:

- South Kesteven District Council Offices, St. Peter’s Hill, Grantham, Lincolnshire, NG31 6PZ
- Bourne Community Access Point, 3 Abbey Road, Bourne, Lincolnshire PE10 9EF
- Stamford Area Office, 1 Maiden Lane, Stamford, Lincolnshire, PE9 2AZ
- The Deepings Area Office, Deepings Community Centre, Douglas Road, Market Deeping, Peterborough , PE6 8PA

The parish clerk for Corby Glen will also have a copy of the document for local review.

TIMETABLE FOR THE REVIEW

A CGR must be completed within a 12 month period from the day the Council publishes the Terms of Reference. It concludes on the day the Council publishes the recommendations.

The timetable for the review is set out below:

Action	Timetable	Outline of Actions
Report to Council to approve Terms of Reference	1 March 2018	Council to determine whether to undertake CGR
Start of Review – publication of terms of reference	5 March 2018	Subject to Council approval – District Council publishes terms of reference and notifies stakeholders
Consultation	5 March 2018 – 11 May 2018 (10 week period)	District Council invites submissions from stakeholders
Preparation of Draft Proposals	14 May 2018 – 8 June 2018 (4 week period)	Consideration of submissions Draft proposals prepared and published
Consultation on Draft Proposals	11 June 2018 – 17 August 2018 (10 week period)	Consultation with stakeholders
Preparation of Final Recommendations for Council approval	20 August 2018 – 14 September 2018 (4 week period)	Consideration of submissions Final proposals prepared
Full Council decision and Final Recommendations published	November 2018	The Council meet to consider Final Recommendations
Effective Date of Order	May 2019	Effective from next ordinary Parish elections

ELECTORAL ARRANGEMENTS – NUMBER OF COUNCILLORS

The Local Government Act 1972, as amended, specifies that each parish council must have at least five councillors; there is no maximum number. Although, there are no rules relating to the allocation of councillors, the Department for Communities and Local Government reports of research by Aston

Business School that typically parish councils have the following number of councillors based on the number of electors within the parish:

- Less than 500 electors – between 5 and 8 councillors
- Between 501 and 2500 electors – between 6 and 12 councillors
- Between 2501 and 10,000 electors – between 9 and 16 councillors
- Between 10001 and 20,000 electors – between 13 and 27 councillors
- Over 20,000 electors – between 13 and 31 councillors

The Council must have regard to the following factors when considering the number of Councillors to be elected for a parish:

- The number of local government electors for the parish
- Any change in that number which is likely to occur in the period of five years beginning with the day when the review starts

ELECTORATE

When considering the electoral arrangements of the parish stated within these terms of reference, the District Council is required to consider any changes in the number or distribution of the electors which is likely to occur in the period of five years beginning with the day when the review starts.

The District Council has used the electorate as at 1 December 2017. Electorate forecasts will be prepared using all available information.

Table 1 below shows the electorate/councillor ratio for the Parish of Corby Glen, based on the current arrangements of 7 councillors.

Table 1

Year	Electorate	Number of Councillors	Elector/Councillor Ratio
1997	552	7	79
2007	772	7	110
2017	851	7	122

REORGANISATION OF COMMUNITY GOVERNANCE ORDERS AND COMMENCEMENT

The Review will be completed when the Council adopts the Reorganisation of Community Governance Order. Copies of this Order, and the other documents that set out the reasons for the decision (including any decision to make no change) will be placed on deposit at the Council's offices and area offices and the Council's website. A copy will also be available from the Corby Glen parish council clerk.

Any changes to electoral arrangements arising from the review will come into effect at the next ordinary election to the parish council, which will be in May 2019.

MAKING REPRESENTATIONS

Comments and representations to the consultation can be made in the following ways:

- Send your comments by email to elections@southkesteven.gov.uk
- Complete the submission form available on the South Kesteven District Council website www.southkesteven.gov.uk/CGR-2018 and sending it to elections@southkesteven.gov.uk
- Write to :

Corby Glen Community Governance Review
Legal & Democratic Services
South Kesteven District Council
Council Offices
St. Peter's Hill
Grantham
Lincolnshire
NG31 6PZ

Written comments must be received by 5.00pm on 11 May 2018. Any submissions received after this date may not be taken into account.

Consultation responses will be published on the South Kesteven District Council website www.southkesteven.gov.uk/CGR-2018 .

PUBLICATION OF TERMS OF REFERENCE

These Terms of Reference will be published on the South Kesteven District Council website www.southkesteven.gov.uk and are available for inspection at the offices of the Council

Date of publication: 5 March 2018