

Process:

the main steps that surround a Community Governance Review are listed in the boxes below. Please note this is included for quick reference and is not formal guidance.

Trigger for a review	<ul style="list-style-type: none">▪ A valid community petition; or▪ A principal authority's own decision.
Decision to hold a review	<ul style="list-style-type: none">▪ A principal authority takes a formal decision;▪ Which can be to review all or a part of its area;▪ Though it must have valid grounds for refusal if there has been a petition.
Terms of reference	<ul style="list-style-type: none">▪ A principal authority must draw up and publish terms;▪ Stating the matters and the geographic area to be covered;▪ Notifying other local authorities which have an interest.
Undertaking a review	<ul style="list-style-type: none">▪ A principal authority must consult electors in affected area(s);▪ It should consult other bodies with an interest, including any affected local councils;▪ It must then consider any representations received.
Making recommendations	<ul style="list-style-type: none">▪ Bearing in mind representations, the criteria and other factors;▪ Including alternative forms of governance in the area e.g. residents associations, neighbourhood forums;▪ The principal authority formally recommends an outcome from the review;▪ It must publish its recommendations and the reasons for them, informing those with an interest.
Implementing a review	<ul style="list-style-type: none">▪ A principal authority makes a Reorganisation Order to put into effect any changes;▪ Which must include a detailed map of the boundaries;▪ It publishes the Order and map for public inspection;▪ It must inform specified bodies e.g. Ordnance Survey;▪ It should include in the Order any agreed incidental issues e.g. the transfer of assets.
Next steps	<ul style="list-style-type: none">▪ An Order is often written to come into force the following April;▪ Typically a new local council is then elected in May.

Outline Timetable for undertaking a Community Governance Review

<u>Stage</u>	<u>What happens?</u>	<u>Timescale</u> *
Commencement	Terms of Reference are published	Start of formal process
Preliminary stage	Promotion of public consultation Local briefings and meetings	One Month
Stage One	Initial submissions are invited	Three months
Stage Two	Consideration of submissions received – Draft Recommendations are prepared	Two months
Stage Three	Draft Recommendations are published – consultations on them	Three months
Stage Four	Consideration of submissions received – Final Recommendations are prepared	Two months
Stage Five	Final Recommendations are published – concluding the review	End of 11 th Month
Stage Six	Boundary review Committee resolves to make a Reorganisation Order	One month later
Stage Seven	Report outcome to Full Council	At next Full Council meeting

* Timescales are approximate and for guidance only. Individual reviews may vary. The expectancy is to conduct a review within 12 months from the date that the Terms of Reference are published.