

Actions to be undertaken before and during a Community Governance Review

Stage	Time-scale	What happens?	What Telford & Wrekin Council will do	What can be done by Community Groups, Parish Council(s) and other interested parties
Pre-Process	Prior to formal process starting	Community considers need for requesting a CGR	<ul style="list-style-type: none"> ▪ Make information pack available to any organisation considering requesting a CGR ▪ Validate any petition received requesting a CGR ▪ Engage in informal discussions to advise on next steps required ▪ Consider scope and breadth of a CGR. ▪ Inform Boundary Review Committee of potential CGR requests ▪ Identify and provide local map(s) to indicate current and proposed changes ▪ Identify current financial arrangements (e.g. precept charges) ▪ Identify current and potential electorate numbers for the relevant area(s) 	<ul style="list-style-type: none"> ▪ Consider requesting a CGR, taking account of all relevant guidance and advice available ▪ Ensure validity of request, in terms of timing, previous reviews and potential timetable. ▪ Obtain appropriate numbers of valid elector signatures to validate any petition being made. ▪ Provide a valid submission, to include the required signatures, map(s) of proposed changes and setting out specific recommendations being made ▪ Send formal petition to T&W Council for a CGR ▪ Identify all relevant organisations, establishments and individuals within the affected areas.
Commencement	Start of formal process	Terms of Reference are published	<ul style="list-style-type: none"> ▪ Publish Terms of Reference, setting out scope of review, timetable and consultation process. ▪ Inform Boundary Review Committee of the CGR, timetable, and process. As the CGR progresses, the Committee will meet to discuss progress and formulate recommendations ▪ Establish and formulate T&W Council position, and draft recommendations to initial proposals 	<ul style="list-style-type: none"> ▪ Indicate if specific group(s) have been established to manage the process locally, and which Parish Council(s) are involved. ▪ Inform T&W Council of relevant point(s) of contact ▪ Arrange consultation meetings and inform T&W Council of the outcome of those meetings

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Preliminary	One Month	Local briefings and meetings	<ul style="list-style-type: none"> ▪ Issue a timetable setting out consultation period ▪ Publicise the TofR on council website and with relevant local organisations and parish councils ▪ Attend any local meetings to provide advice 	<ul style="list-style-type: none"> ▪ Undertake meetings to promote local consultation with affected groups and individuals ▪ Inform T&W Council of the range of views emerging from consultation events ▪ Promote method of response to community groups and individuals wishing to make a submission
One	Three months	Initial submissions are invited	<ul style="list-style-type: none"> ▪ Receive and acknowledge receipt of all initial submissions ▪ 	<ul style="list-style-type: none"> ▪ Complete a Submission One form, detailing the range of submissions being proposed and any alternative views having been made.
Two	Two months	Consideration of submissions received – Draft Recommendations are prepared	<ul style="list-style-type: none"> ▪ Review, consider and collate all submissions received ▪ Arrange Boundary Review Committee meeting to consider all recommendations and formulate draft council recommendations ▪ Draft recommendations, taking into account initial views, new submissions and any resulting changes 	<ul style="list-style-type: none"> ▪
Three	Three months	Draft Recommendations are published – consultations on them	<ul style="list-style-type: none"> ▪ Publish draft recommendations for further consultation ▪ Ensure information is publicised on T&W website and to all affected parties and organisations 	<ul style="list-style-type: none"> ▪ Review draft recommendations. Consider all proposals ▪ Undertake further consultation events and discussions with all affected groups and individuals ▪ Submit any further proposals or comments in response to draft recommendations.

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Four	Two months	Consideration of submissions received – Final Recommendations are prepared	<ul style="list-style-type: none"> ▪ Review, consider and collate all additional submissions received ▪ Having full regard to all current guidance, statutory criteria, and the additional submissions received, prepare the final recommendations. ▪ Arrange Boundary Review Committee meeting to consider all further recommendations and formulate final council recommendations ▪ 	<ul style="list-style-type: none"> ▪
Five	End of 11 th Month	Final Recommendations are published – concluding the review	<ul style="list-style-type: none"> ▪ Publish final recommendations ▪ Ensure information is publicised on T&W website and to all affected parties and organisations 	<ul style="list-style-type: none"> ▪
Six	One month later	Boundary Review Committee resolves to make a Reorganisation Order	<ul style="list-style-type: none"> ▪ inform the following bodies that an Order has been made: <ul style="list-style-type: none"> - Secretary of State for Communities and Local Government - the LGBCE - the Office for National Statistics - the Director General of the Ordnance Survey - any other principal council whose area the order relates to 	<ul style="list-style-type: none"> ▪

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Seven	Next Full Council Meeting	Report outcome to Full Council	<ul style="list-style-type: none"> ▪ Report of the outcome to Full Council ▪ Publicise how the CGR has been conducted ▪ Publish a copy of the reorganisation order, including a map ▪ Make documents available for public inspection 	<ul style="list-style-type: none"> ▪ Support publicity and inform local people and organisations through all available local mediums of the outcome of the CGR