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1. **PURPOSE OF REPORT**

To seek Council approval of the Terms of Reference to be used in the Community Governance Review

2. **RECOMMENDATION**

Council approves the Community Governance Review and the associated Terms of Reference for publication attached at appendix 1.

3. **BACKGROUND TO THE REPORT**

3.1 Each Local Authority is required to periodically undertake a Community Governance Review of their Local Authority area. This is an exercise where the parish electoral arrangements across the whole area are reviewed to ensure that they are appropriate and relevant.

3.2 The council is undertaking a Review at this time because a period of 10 years has elapsed since the last one which was carried out in 2002. This is in line with government guidance that it is good practice to conduct a Review every 10-15 years. It is considered that a mid-term review is preferable to a review which takes place shortly before ordinary elections as this could be politically misconstrued.

3.3 The attached Terms of Reference will form the basis upon which the Review is undertaken. It outlines the scope of the Community Governance Review and includes guidelines and considerations upon which any decisions will be made.

4. **FINANCIAL IMPLICATIONS [AB]**

The Authority will incur additional costs as part of the consultation process. These costs will be funded from existing Council budgets.

5. **LEGAL IMPLICATIONS [LH]**

The Council is under a duty to carry out a Community Governance Review by Local Government and Public Involvement in Health Act 2007. S81 of that Act requires the Council to publish its Terms of Reference.

6. **CORPORATE PLAN IMPLICATIONS**

The review contributes to the Corporate Aim of strong & distinctive communities by allowing consultation of stakeholders the opportunity for a robust and thorough review of current arrangements.

7. **CONSULTATION**

The consultations which will take place will be open to the public and views will be invited in accordance with the council's public awareness strategy. In addition to this, the council will invite the views of Parish Councils, Borough Councillors and the voluntary sector via Voluntary Action Hinckley & Bosworth.

## 8. RISK IMPLICATIONS

It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Electorate dissatisfaction with revised arrangements	Maximise public awareness to ensure the electorate are aware of the consultation and how to submit a response. Council to give proper consideration to all responses received.	LH
Non-compliance with Central Government Policy	Council to be mindful of Government guidelines and policy and take this into consideration throughout the review	LH
Potential for judicial review	Council to ensure that all decisions are made with good reason	LH

## 9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

- Data used to identify the community or groups affected by the decision to ensure convenient and effective electoral arrangements are in place
- Impact on Parish Councils minimised where changes to current arrangements are proposed and ensure that consequential matters are fully considered
- An Equality Impact Assessment will be undertaken when the Draft Proposals are drafted.

## 10. CORPORATE IMPLICATIONS

By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Human Resources implications
- Planning Implications
- Voluntary Sector

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Background papers: Terms of Reference

Contact Officer: Yvonne Hughes (ext 5835)  
Executive Member: Councillor B M Witherford