

**COPELAND BOROUGH COUNCIL**

**COMMUNITY GOVERNANCE REVIEW – PARTON  
PARISH**

**LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT  
2007**

**REVIEW TERMS OF REFERENCE**

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Representations to be made by 6 February 2017**

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## **1 INTRODUCTION**

1.1 Copeland Borough Council at its meeting on 28 June 2016 passed a resolution to conduct a Community Governance Review in Parton Parish following a request from Parton Parish Council for a review of the number of Councillors to be elected to the parish council.

## **2 LEGISLATIVE BACKGROUND**

2.1 The Local Government and Public Involvement in Health Act 2007 provides for local authorities (district councils in two-tier areas) to undertake Community Governance Reviews of any part of their areas, and thereby to make changes to parishing arrangements in those areas. Changes can include creation of new parishes in unparished areas, merging or abolition of parishes, boundary changes or changes to electoral arrangements (number of councillors, terms of office, warding arrangements etc.).

2.2 Reviews can be triggered by a local authority itself deciding to undertake a review; or by a specified percentage of the electorate of an area signing a petition for a review, in which case the local authority concerned is obliged to conduct a review. In this case, the Council has itself decided so to do, following a request from Parton Parish Council.

2.3 In undertaking the Review, the Council and the Electoral Review Working Party will be guided by the following legislation and statutory guidance:

- The Local Government Act 1972 and the Local Government and Public Involvement in Health Act 2007
- Statutory Guidance on Community Governance Reviews issued by the Department of Communities and Local Government in 2008 and updated in 2010
- The Local Government (Parishes and Local Councils) (England) Regulations 2008 and the Local Government Finance (New Parishes) Regulations 2008

### **3 TERMS OF REFERENCE**

3.1 Section 81 of the Local Government and Public Involvement in Health Act 2007 requires the Council to publish Terms of Reference for a Community Governance Review. This sets out:

- How the review will be conducted
- Projected timescales
- What the review will focus on
- Factual electoral and parish information

### **4 AREA TO BE SUBJECT OF REVIEW**

4.1 The area to be reviewed will be the parish of Parton as shown hatched on the plan at Annex 1.

### **5 MATTERS TO BE CONSIDERED UNDER THE REVIEW**

5.1 At the request of the Parton Parish Council, the review will be confined to:

- addressing the total number of councillors to be elected to the parish council, which is at present 13. The parish council has expressed the view that 11 would be more appropriate.

### **6 PARISH GOVERNANCE**

6.1 The Council values the important role that parish councils play in their local areas both in terms of community empowerment and the delivery of local services. Ultimately the recommendations made in a Community Governance Review should bring about improved community engagement, more cohesive communities and better local democracy.

6.2 In considering this review the Council will deliberate the need for parishes and parish wards to reflect distinctive and recognisable communities of interest, with their own sense of identity and, therefore, the feeling of local community and the wishes of local inhabitants and other interested bodies.

### **7 CONSULTATION**

7.1 The 2007 Act requires a local authority conducting a Community Governance Review to consult local government electors in the review area, and any other person or body who appears to have an interest in the review. The Council is required to take into account any representations received during consultation. The method of consultation is not prescribed.

7.2 The Council propose to consult with local government electors in the review area using the following consultation mechanisms:

- Key documents on the Council website
- Key documents on deposit at the Council Offices and at the Town Council offices
- Posters displayed at key locations
- Press releases

## 8 TIMEFRAME FOR REVIEW

8.1 The following is an **estimated** timeframe for the review:

Action	Timescale
Pass Resolution to conduct Review and appoint Panel	Council, 28 June 2016
First Electoral Review Working Party (ERWP) Meeting	16 December
Publish Terms of Reference	19 December
Formal Consultation starts	19 December
Formal Consultation ends	6 February
Analyze objections and representations received	w/c 6 February
ERWP considers objections and representations and publishes final recommendations	22 February
Council considers final recommendations and makes Community Reorganisation Order bringing changes into effect	4 April
New Council electoral arrangements come into existence	1 April 2019

**Please note these are ESTIMATED timescales which we will do our best to keep to. Any changed timescales will be advertised on our website and elsewhere.**

## 9 WHO UNDERTAKES THE REVIEW?

9.1 The Council at its meeting on 28 June 2016 noted that the terms of reference of the Electoral Review Working Party are, among others:

“To conduct and make recommendations to Council on community governance reviews under the Local Government and Public Involvement in Health Act 2007.”

9.2 The Electoral Review Working Party will therefore have authority to conduct and agree all stages of the review, with the exception of the final stage, the making of a Community Reorganisation Order bringing changes into effect, which must be done by Council.

## **10 HOW TO SUBMIT YOUR VIEWS**

10.1 You can have your say on the matters being considered during the review by writing to:

Parton CGR  
Democratic Services  
Copeland Borough Council  
The Copeland Centre  
Catherine Street  
Whitehaven CA28 7SJ

Or by e-mail to: [partoncgr@copeland.gov.uk](mailto:partoncgr@copeland.gov.uk) – please give your full name and address.

Deadline for consultation responses – 6 February 2017.