

Increase in Councillors and change of name of Barwick Parish Council – Community Governance Review (CGR)

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Purpose of the Report

1. To report the receipt of two requests from Barwick Parish Council (under the provisions of Part 4 of the Local Government and Public Involvement in Health Act 2007):-
 - a. to increase the size of the Parish Council from 10 to 12 Councillors
 - b. to change the name of Barwick Parish Council to Barwick and Stoford Parish Council

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated presentation date of November 2017.

Public Interest

3. A Community Governance Review is a review of the whole or part of a district to consider one or more of the following:
 - creating, merging, altering or abolishing parishes;
 - the naming of parishes and the style (i.e. whether to call it a town council or village council etc) of new parishes;
 - the electoral arrangements for parishes – the ordinary year of election, the size of the council, the number of councillors to be elected and parish warding;
 - grouping parishes under a common parish council, or de-grouping parishes.
4. The Local Government and Public Involvement in Health Act, 2007, sets down the principal legal framework within which councils must undertake these reviews.
5. A valid request has been received from Barwick Parish Council requesting that the District Council conduct a consultation (Community Governance Review) of all the electors and local interested groups to ask if they would support the increase in the number of Parish Councillors from 10 to 12 and to change the name of Barwick Parish Council to Barwick and Stoford Parish Council. This report asks for the authorisation of Council to carry out that consultation.

Recommendations

6. That District Executive recommend that Full Council agree to:
 1. Note the receipt of the request and its validity;
 2. Agree to undertake a Community Governance Review of the Parish of Barwick;
 3. Agree the Terms of Reference of the review as detailed in Appendix A, including the timetable and arrangements for public consultation;

4. Agree that the review will be carried out by the Democratic Services Manager, in consultation with Ward Members, Area Development Lead Officer (South) and the Area South Committee;
5. Note that further reports will be brought to Council in order that decisions may be made in respect of draft proposals and final recommendations of the Review.

Background

7. Before the coming into force of the 2007 Act, District Councils had power to vary the numbers on local councils by making an order. Procedures were not prescriptive and numbers on parish councils, or other Parish electoral arrangements, could be varied easily and quickly. Unfortunately this is no longer the case and the procedures prescribed for community governance reviews, set out in the 2007 Act, have to be followed even when the only issue to be considered is a variation in a parish council's numbers.
8. The Act allows for the public to petition for reviews in their areas. Reviews must be undertaken if petitions are received as follows:
 - Area with fewer than 500 electors - at least 50% of the electors
 - Area with between 500 and 2,500 electors – at least 250 of the electors
 - Area with more than 2,500 electors - at least 10% of the electors.
9. It is, however, not necessary for a petition to be received to initiate a review. The Parish Council has requested an increase in its numbers and it is for the District Council to decide whether it wishes to undertake a review of the Barwick and Stoford parish area with a view to increasing the size of the parish council and changing the parish name.

Request from Barwick Parish Council

10. The Parish Council have given the following reasons to support their request to increase the size of the Parish Council to 12 members:-
 - Most of the Councillors work full-time - only two are retired.
 - 1 Councillor spends his time overseas for 6 months of the year and therefore is unable to take on much responsibility.
 - Some very large projects are coming up and more help is needed - possible relocation of village hall & new build, improvements to the recreation ground in Barwick.
11. Barwick Parish Council has put forward a request for an increase in numbers and a change of parish name. There is no formal guidance on the size of parish councils, but the minimum number is 5. The DCLG reports that, nationally, local councils representing the following electorates have, typically, the number of councillors stated:
 - Less than 500 – between 5 and 8 councillors
 - Between 501 and 2,500 – between 6 and 12 councillors
12. The 1972 Act, as amended, specifies that each parish council must have at least five councillors; there is no maximum number. The Electoral Commission has no reason to believe that this pattern of council size to population has altered significantly since the research was conducted. Although not an exact match, it broadly reflects the council size range set out in the National Association of Local Councils Circular 1126; the

Circular suggested that the minimum number of councillors for any parish should be 7 and the maximum 25.

13. Barwick has 958 electors. In the light of the reasons put forward by the Parish Council, officers consider that a review should proceed.
14. Allowing for the need to report to Council at the various stages of the review progress, it is estimated that the review will take 6 - 9 months to complete. It is suggested that any changes in the composition of the parish council that might be agreed take effect at the beginning of the next Council year in May 2019.

Community Governance Reviews – General Principles relating to Parishes and Parish Councils

15. Under the legislation the District Council must aim to ensure that community governance in the area under review:-
 - reflects the identities and interests of the community in that area
 - is effective and convenient
 - takes into account any other arrangements for the purpose of community representation or community engagement.
16. When considering this, the Council should take into account a number of factors, including:
 - the impact of community governance arrangements on community cohesion; and
 - the size, population and boundaries of any new local community or parish.
17. A review involves the following stages:
 - (1) Setting terms of reference of the review (if the Committee recommends a review in Barwick, suggested terms of reference are set out in Appendix 1);
 - (2) Publicising the terms of reference (for the purposes of the Act, the review formally commences when the terms of reference are published);
 - (3) Undertaking consultations with the local government electors for the area and any other person or body (including the Parish Council) who appears to have an interest in the review;
 - (4) Considering representations;
 - (5) Preparing and publishing draft proposals;
 - (6) Undertaking consultation on the draft proposals;
 - (7) Considering representations;
 - (8) Publishing recommendations;
 - (9) Making an order to bring into effect any decisions arising from the review;
 - (10) A review must be concluded within 12 months of the publication of the terms of reference.
18. When undertaking a CGR a principal council must have regard to guidance issued by the Secretary of State and the Electoral Commission. However, subject to this, it is for the Council to decide how to undertake the review.

Financial Implications

19. To produce a consultation leaflet for every elector and deliver them every household within the parish would cost in the region of £1,200. It is therefore proposed to conduct

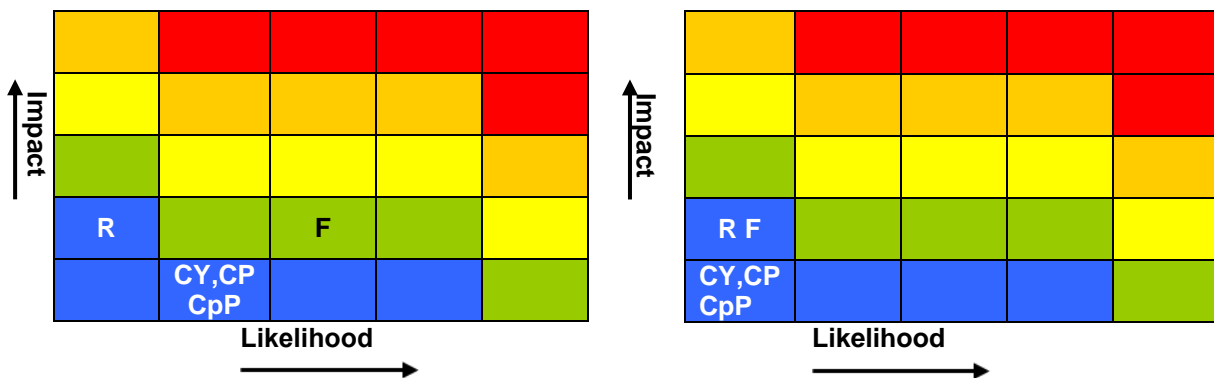
a 'light touch' review as the request has been made by the Parish Council and the proposal will incur no direct cost to the electorate.

20. Because the changes requested are minor, it is possible to do this by posters and leaflets within the Parish and adverts on the SSDC and Barwick Parish Council websites, rather than the usual method of sending a consultation leaflet to every registered elector. This would significantly reduce the cost to SSDC and should ensure that the cost is kept below £100.
21. There is no specific budget for Community Governance Reviews and therefore all costs will have to be absorbed within the existing Democratic Services budget for 2017/18.
22. There is no power to re-charge the cost of the review to any other Council, except by agreement. This is because the statutory power to conduct the review rests with this Council.

Risk Matrix

Risk Profile before officer recommendations

Risk Profile after officer recommendations



Key

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
CP = Community Priorities	Yellow = Moderate impact and moderate probability
CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact and insignificant probability

Corporate Priority Implications

23. No implications at the current time.

Carbon Emissions and Climate Change Implications

24. No implications at the current time.

Equality and Diversity Implications

25. All local government electors within the parishes of Barwick and Stoford will be consulted on the proposal and their views considered as part of the consultation process. The

council must have regard to the need to secure that the community governance arrangements for the area reflects the identities and interests of the community in the area and are effective and convenient.

Background Papers

Local Government and Public Involvement in Health Act 2007

The Electoral Commission Guidance on Community Governance Reviews, April 2008

Request from Barwick PC dated 21st June 2017

Terms of Reference of the Community Governance Review of the Parish arrangements for Barwick