

**Slough Borough Council**

**Review of Community Governance Arrangements within the Borough of Slough**

**Terms of Reference**

**Introduction**

Slough Borough Council is undertaking a Community Governance Review of the whole of the Slough Borough Council area in accordance with Part 4 Chapter 3 of the Local Government and Public Involvement in Health Act 2007.

The Council is required to have regard to the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government. This guidance was considered when drawing up the Terms of Reference (TOR).

**What is a Community Governance Review**

It is a review to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;
- The naming of parishes and the style of new parishes;
- The electoral arrangements for parishes (the ordinary year of election; council size, the number of councillors to be elected to the council, and parish warding), and
- Grouping parishes under a common parish council or de-grouping parishes

The Council is required to ensure that community governance within the area under review will be: reflective of the identities and interests of the community in that area; and is effective and convenient.

In doing so the community governance review is required to take into account:

- The impact of community governance arrangements on community cohesion; and
- The size, population and boundaries of a local community or parish.

The aim of the review is to consider and bring about improved community engagement, better local democracy and efficient, more effective and convenient delivery of local services and ensure electors across the whole Borough will be treated equitably and fairly.

The Council will also take into account any other arrangements (apart from those relating to parishes and their institutions) that have already been made, or that could be made, for the purposes of community representation or engagement.

## Why undertake this Community Governance Review

The Council carried out a Community Governance Review in 2013 The Review resulted in:

- changes to the Boundary of **Britwell Parish Council** and a consequent reduction in the number of Councillors from 13 to 7;
- the Council noting that the advisory poll (undertaken as part of the CGR) returned a majority in favour of abolition of the Parish Council and agreed that public opinion be tested again in a further four years' time.
- the Council noting that the advisory poll (undertaken as part of the CGR) returned a majority in favour of the retention of **Wexham Court Parish Council** and reserving the right to test public opinion again in the future if it still has concerns about the Parish Council's governance arrangements.
- the Council reserving the right to test public opinion in an advisory postal poll at or after the next parish council elections in 2015 if it is not satisfied that **Colnbrook with Poyle Parish Council** is engaging more widely with local people.

As the Council is committed to undertaking a further advisory poll to test public opinion on the future of Britwell Parish Council and has reserved the right to test public opinion by way of an advisory poll in Colnbrook with Poyle Parish Council and Wexham Court Parish Council as outlined above it has agreed to take the opportunity to commence a further CGR.

The Council believes that parish councils play an important role in terms of community empowerment at the local level and wants to ensure that parish governance within the Borough continues to be robust, representative and enabled to meet new challenges. Furthermore, it wants to ensure that there is clarity and transparency to the areas that parish councils represent and that the electoral arrangements of parishes are appropriate, equitable and readily understood by their electorate.

### Areas to be reviewed

Britwell

Wexham Court

Colnbrook with Poyle

\*unparished areas

\*The review will focus on the parished areas of the Borough but will also consider other forms of community representation which local people may have set up in the Borough and which help make a distinct contribution to the community such as residents' associations, community forums, neighbourhood working groups, tenant management organisations etc.

## **Who will undertake the Review**

The Borough Council is responsible for conducting the review. The Council has established a working group which will be responsible for making both draft and final recommendations during the process. The Council will be required to approve the final recommendations prior to a Community Governance Order being made. A full consultation process will form part of the Review to take account of the views of local people.

## **Timetable for the review**

A timetable for the review is attached as an Annex. The programme and timeline may be adjusted after representations have been received by local people and bodies in response to the initial public consultation. This will allow the Council a degree of flexibility in the interests of ensuring that it manages the review process efficiently. Any adjustments to the programme and timetable will be approved by the Council and published on its website.

## **Electorate forecasts for the Borough**

This Review will be conducted using electoral data taken from the 1 December 2017 electoral register.

When the Council comes to consider the electoral arrangements of the parishes in its area, it is required to consider any change in the number or distribution of the electors which is likely to occur in the period of five years beginning with the day when the review starts. Electorate forecasts have been prepared by the Council using extant planning permissions, the Local Plan / the Local Development Framework to project the five-year electorate forecast.

It is the Government's guidance that these forecasts should be made available to all interested parties as early as possible in the review process, so that they are available to all who may wish to make representations.

## **Representations**

The Borough Council wants to know what local people and other stakeholders think about community governance arrangements for the whole of the Borough area or for specific local areas within the Borough. The Council welcomes all representations from any person or body who may wish to comment or make proposals on any aspect of the matters under review. Representations should be addressed to; The Review Manager Slough Borough Council, St Martin's Place, 51 Bath Road, Slough SL13UF. Representations may be sent by email to [Catherine.meek@slough.gov.uk](mailto:Catherine.meek@slough.gov.uk) or via the Council's website at [slough.gov.uk](http://slough.gov.uk). All initial representations must be made by 3<sup>rd</sup> August 2018.

The Council will consult with the local government electors for the area under review and any other person or body who appears to have an interest in the Review and take the representations that are received into account by judging

them against the criteria in the Local Government and Public Involvement in Health Act 2007.

All representation received will be published, as will the reasons for accepting or rejecting any such representations. In accordance with the Act, representations received in connection with the Review will be taken into account, and steps will be taken to notify consultees of the outcome of the Review. Information relating to the Review will be available on the Borough Council's website.

Local electors may also petition the Council making one or more specific recommendations for consideration as part of the Review. If any valid petitions are received during the consultation stages of the Review the Council will respond to them even though it is not legally required to do so where it is currently conducting a review for the whole or a significant part of its area. (Sections 39 - 43 of the Act set out the criteria which a petition must meet in order to be legally valid.)

#### **How will the results be disseminated?**

The Council will publish full details on the Council's website; press releases will be issued at key points and key documents will be on deposit at libraries and council buildings.

This Review is deemed to have commenced on the date of this Notice  
Dated

Catherine Meek  
Head of Democratic Services

## Community Governance Review 2018 Programme and Timeline

Stage	Action	Timeline	Outline of Action
1	Report to full Council	17 <sup>th</sup> May 2018	Council approves Review and establishment of Working Group.
2	Report to full Council	7 <sup>th</sup> June 2018	Council approves terms of reference and timetable for the Review.
3	Launch	11 <sup>th</sup> June 2018	Terms of Reference and timetable for the Review published and stakeholders notified of the commencement of the Review.
3	Invite initial submissions Consultation period 1	11 <sup>th</sup> June to 3 <sup>rd</sup> August 2018 (8 weeks)	Initial submissions invited <ul style="list-style-type: none"> <li>• Consultation with Parish Councils</li> <li>• Consultations with Parish and Borough councillors</li> <li>• Local groups and interested parties to be consulted</li> <li>• Information pack to be sent as requested</li> </ul> Representations/proposals to be sent to Slough Borough Council.
4	Consider submissions.	w/c 6 August 2018	Working Group to meet to consider submissions and prepare draft recommendations for report to Council (27 <sup>th</sup> September)
5	Publish draft recommendations Consultation period 2	1 <sup>st</sup> October to 9 <sup>th</sup> November 2018 (6 weeks)	Publish draft recommendations for further consultation. Conduct Postal Parish Poll (Britwell) and others if evidence suggests Poll is appropriate .
6	Consider submissions and	w/c 12 November 2018	Consider further submissions and prepare final recommendations for

	make final recommendations		report to Council ( <b>27<sup>th</sup> November 2018</b> ).
<b>7</b>	Publish final recommendations	December 2018	Publish final recommendations and make Order if required.