

Selby District Council

Community Governance Review of Kirk Smeaton Parish Council

Terms of Reference

Introduction

Selby District Council has received a request from Kirk Smeaton Parish Council to increase the number of Councillors who serve on the Parish Council from five to seven.

The Council will be carrying out a Community Governance Review in accordance with Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007.

The Council is also required to have regard to the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government. This guidance has been considered in drawing up these terms of reference.

What is a Community Governance Review?

A Community Governance Review is a review that can take place for the whole or part of the District area 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;

Why undertake this Community Governance Review?

The Council is undertaking this Community Governance Review in response to a request from Kirk Smeaton Parish Council to increase the number of Councillors who serve on the Parish Council from five to seven.

Purpose of the Review

In considering the request from the Parish Council, the District Council will ensure that the community governance arrangements in place for the Parish Council continue to reflect local identities and facilitate effective and convenient local government.

The Local Government Act 1972 provides that any Parish Council must have at least five Parish Councillors however no maximum number is prescribed. The current structure of Kirk Smeaton Parish Council is as follows:

Number of Councillors	Ratio of Electors for each Councillor
5	1:66 (330 electors)

The National Association of Local Councils Circular 1126 recommends the following Council sizes:

Electors	Number of Councillors
Up to 900	7
1,400	8
2,000	9
2,700	10

Who will undertake the Review?

The District Council is responsible for conducting the review. Full Council will consider and approve the terms of reference and will consider the final recommendations following completion of the review process by Council Officers will develop. If the final recommendations are approve, the Council will be required to make a Community Governance Order to implement the decision.

Consultation

A full consultation process will form part of the review to take full account of the views of local people. The Local Government and Public Involvement in Health Act 2007 requires the Council to consult local government electors for the area under review and any other person or body who appears to have an interest in the review and to take the representations that are received into account.

The Council will:

- Consult the Ward Councillor for the area.
- Consult the North Yorkshire County Councillor for the area.
- Welcome and take in account comments from any other person or body that wishes to make a representation.
- As required by section 79 of the Local Government and Public Involvement in Health Act 2007, the Council will notify North Yorkshire County Council that a review is to be undertaken, and will provide them with a copy of the terms of reference once agreed and consult them on the matters under review.

Information relating to the review will be available on the Council's website and responses to the consultation can also be emailed to democraticservices@selby.gov.uk. Documents regarding the review will be available from the Civic Centre, Doncaster Road, Selby, YO8 9FT.

Selby District 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:

Democratic Services
Selby District Council
Civic Centre
Doncaster Road
Selby
YO8 9FT.

Representations may also be sent by email to:

democraticservices@selby.gov.uk.

Or via the Council's website at www.selby.gov.uk

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 by publishing them on the Council's website at www.selby.gov.uk, through general press releases, placing key documents at the Council officers and publication on local noticeboards.

Timetable for the review

A timetable for the review is outlined below. The Council will need 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.

Action	Date/Timescale
Draft Terms of Reference to be considered at Full Council	24 April 2018
Publish Terms of Reference	25 April 2018
Notify North Yorkshire County Council that a Community Governance Review is to be undertaken	25 April 2018
Development of Draft Consultation Document	May 2018
Consultation exercise	21 May 2018 to 13 July 2018 (8 weeks)
Deadline for submissions (8 weeks)	13 July 2018
Prepare draft report and recommendations to Full Council	July/August 2018
Report and recommendations to be considered by Full Council	18 September 2018
If required: Organisation of Community Governance Order	Following Council decision on 18 September 2018