COMMUNITY GOVERNANCE REVIEW
PARISHES OF HOUGHTON ON THE HILL & HUNGARTON

LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007

TERMS OF REFERENCE

Why undertake a community governance review?

1. The Local Government and Public Involvement in Health Act 2007 devolved the power to take decisions relating to the creation or abolition of parishes, the boundaries of parishes and the electoral arrangements of parish councils from the Secretary of State and the Electoral Commission to principal councils. From 2008, district councils have had responsibility for undertaking community governance reviews and have been able to decide whether to give effect to the recommendations made in those reviews. In making that decision, Councillors need to take into account the views of local people and to have regard to guidance issued by the Secretary of State and the Electoral Commission. Harborough District Council is a principal council for these purposes.

A Community Governance Review (CGR) provides an opportunity for a principal council to undertake general or specific reviews of community governance arrangements within their area and to make changes.

A CGR is a review of the whole or part of the district 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 council, and parish warding) and
- Grouping parishes under a common parish council or de-grouping parishes.

3. The government has emphasised that ultimately, recommendations made in a CGR should improve community engagement, create more cohesive communities, provide for better local democracy and result in more effective and convenient delivery of local services.

4. Parish councils are a democratically elected tier of local government with their own councillors, which provide a range of local services for a locally defined area.
Scope of the review

5. At the request of Houghton on the Hill and Hungarton Parish Councils the District Council has resolved to undertake a Community Governance Review to consider a proposal to change the boundary between the two parishes as indicated on the plans A.1 and A.2 attached to and forming part of this document.

The review will be limited to consideration of the parish boundary only.

Who will undertake the community governance review?

6. As the principal authority, Harborough District Council is responsible for undertaking any CGR within its electoral area.

Draft recommendations will be made to Full Council for approval and any approved changes will be implemented through the creation of a Community Governance Re-organisation Order.

Consultation

7. Before making any recommendations or publishing final proposals, in line with legislative requirements, the District Council will take full account of the views of local people. The District Council will comply with legislative requirements by:

- Consulting with local government electors for the area under review.
- Consulting any other person or body (including a local authority) which appears to the principal council to have an interest in the review.
- Consulting the County Council.
- Taking into account any representations received in connection with the review.

When taking account of written representations, the District Council is bound to have regard to the need to secure that community governance within the area under review:

- Reflects the identities and interests of the community in that area, and
- Is effective and convenient

In order to ensure that this review is conducted transparently, as soon as practicable, the District Council will publish its recommendations and take such steps as it considers sufficient to ensure that persons who may be interested in the review are informed of the recommendations and the reasons behind them.

The District Council will also notify each consultee and any other persons or bodies who have made written representations, of the outcome of the review.
Timetable for the review

8. A CGR must, by statute, be concluded within a twelve month period from the day on with the review commences. A CGR commences when the Council publishes its Terms of Reference and it concludes when the District Council publishes the recommendations made in the review.

Indicative Timetable

<table>
<thead>
<tr>
<th>Action</th>
<th>Timetable</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Report to Council to agree to undertake Community Governance Review and to approve Terms of Reference</td>
<td></td>
<td>September 2015</td>
</tr>
<tr>
<td>Publication of Terms of Reference</td>
<td></td>
<td>October 2015</td>
</tr>
<tr>
<td>Initial Consultation Phase</td>
<td>2 months</td>
<td>October – November 2015</td>
</tr>
<tr>
<td>Preparation of draft proposals</td>
<td>1 month</td>
<td>December 2015</td>
</tr>
<tr>
<td>Publication of draft proposals</td>
<td></td>
<td>January 2016</td>
</tr>
<tr>
<td>Consultation on draft proposals</td>
<td>2 months</td>
<td>January – February 2016</td>
</tr>
<tr>
<td>Preparation of final recommendations</td>
<td></td>
<td>February 2016</td>
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<tr>
<td>Council approve final recommendations</td>
<td></td>
<td>March 2016</td>
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<tr>
<td>Re-organisation Order made and published</td>
<td></td>
<td>March/April 2016</td>
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Relevant legislation

9. In undertaking a CGR, the District Council will apply the guiding principles as appropriate from the following legislation and guidance:

   - The Local Government and Public Involvement in Health Act 2007
   - The Local Government Act 1972
   - Guidance on Community Governance Reviews (DCLG/EC)

Electorate

10. In considering the electoral arrangements of the parish stated within these Terms of Reference the District Council is required to consider any change in the number or distribution of the electors.

   The District Council has used the Register of Electors published September 2015 to provide existing local government electorate figures.

<table>
<thead>
<tr>
<th>Parish</th>
<th>Electorate</th>
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<tbody>
<tr>
<td>Houghton on the Hill</td>
<td>1235</td>
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<tr>
<td>Hungarton</td>
<td>218</td>
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Parish Governance

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

Publication of Terms of Reference

12. These Terms of Reference will be published on the District Council web site: www.harborough.gov.uk and will be available for public inspection at the Council Offices, The Symington Building, Adam and Eve Street, Market Harborough, LE16 7AG