



Chelmsford City Council

22 February 2022

Amendments to the Terms of Reference for the Community Governance Review

Report by:
Leader of the Council

Officer Contact:
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Purpose

To update the Terms of Reference for the Community Governance Review.

Recommendations

The Council approve the changes to the Terms of Reference set out in the appendix to this report.

1. Background

- 1.1. The original Terms of Reference for a review of the entire Chelmsford City Council area were approved by Council on 9 December 2020. Updated Terms of Reference were approved by Council on 21 July 2021 which in effect moved the timeframe for members final decision from December 2021 Full Council meeting to February 2022 Council meeting. The final consultation period closed on 30 November 2021.
- 1.2. It is necessary to propose a further slight adjustment to the timetable for the review to allow more time for officers and members to consider the issues

raised in the review. It is now proposed for the Governance Committee to consider final recommendations and for Full Council to consider and approve final recommendations in March rather than February with the final decision to be made by Full Council on 31 March 2022. Given uncertain times, it is suggested that the Terms of Reference simply specify that Full Council makes a decision during the Spring 2022 to cover any unexpected delay. As the review was generated by the Council of its own volition there is no statutory timeframe for completion. The proposed adjustment to the middle stages of the timetable are appropriate in the circumstances and do not impact upon the overall timetable for the completion of the review.

2. Proposed Changes to the Terms of Reference

2.1. The proposed modifications to the Terms of Reference are set out in within the timetable in the Appendix to this report.

List of appendices:

Appendix – proposed updated Terms of Reference

Background papers:

Previous reports to Council December 2020 & July 2021 in relation to original and modified approval of Terms of Reference for the review.

Corporate Implications

Legal/Constitutional: It is a legal requirement that any modifications to the Terms of Reference are published in accordance with the requirements of Section 81(6) the Localism Act 2011. It is also a requirement that these are notified to the County Council in accordance with Section 79(3)(b) of the same Act.

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: None

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

Consultees: None

Relevant Policies and Strategies:

Our Chelmsford Our Plan – bringing people together, empowering local people and working in partnership to build community capacity, stronger communities through encouraging participation | local democracy, increasing representation of community interests to help people feel better represented at a local level and more involved in deciding how best the interests of their community can be met.

Appendix 1

1. Terms of Reference for a Community Governance Review

- 1.1 Chelmsford City Council has decided to undertake a Community Governance Review (CGR) under the provisions of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”).
- 1.2 The review will comply with the legislative and procedural requirements set out in the 2007 Act as well as any statutory guidance (this currently includes Joint Guidance produced in 2010 by the Department for Communities and Local Government and the Local Government Boundary Commission for England). It will follow the approach set out in the Terms of Reference, including the indicative timetable.
- 1.3 The review will initially consider the whole of the City of Chelmsford area but concentrate on those areas where issues to address are, or become, apparent. The City area currently has 27 parishes (25 parish councils, 1 Town Council and 1 parish meeting) and an area in the central part of the city which currently has no parishes. The area covered by the review is set out on the attached map in Section 3 below.
- 1.4 The review will consider whether community governance arrangements across the District area are suitable, taking account of areas where housing developments have occurred or are proposed, with a view to ensuring these remain fit for purpose for the future. The review will also consider whether it is appropriate to parish unparished wards, including whether to create new parish council(s) or make changes to existing parish arrangements.
- 1.5 The Council is keen to encourage all interested parties to engage in this important project and has already proactively undertaken early consultation, which secured over 220 responses from various bodies and interested parties.
- 1.6 The Council is developing an area on its website for the Community Governance Review. This area will be developed further to include maps and statistical information together with updates that will be published as the review progresses. A summary of the results of the early consultation will be included in this area. All relevant consultation responses, available evidence and legal considerations (including those referred to in paragraph 1.2 above) will be used to help inform the decisions made during this review.

2. Reasons for a Community Governance Review

The benefits and timing of undertaking a community governance review are set out in Section 2 of the Joint guidance referred to in paragraph 1.2 of the Terms of Reference. It is good practice for the Council to consider undertaking a community governance review every 10-15 years. The Council has decided to exercise its discretion to undertake a community governance review so that it can determine whether it is appropriate to parish the unparished wards and whether changes are necessary as a result of housing developments (including proposed developments) in the area. The Council will also consider any other community governance related proposals that may arise during the review.

3. Map of the area of Chelmsford City covered by the Community Governance Review

CHELMSFORD CITY COUNCIL AREA **PARISH BOUNDARIES**



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4. Next steps including an indicative timescale for the Chelmsford Community Governance Review 2020-2023

9 December 2020	Full Council to approve Terms of Reference for the Community Governance Review
Mid-January to end-March 2021	Formal initial Community Governance Review consultation
June-July 2021	Consideration of responses and preparation of draft recommendations (including any recommendations to the Local Government Boundary Commission for England) by Connectivity and Local Democracy Working Group
September 2021	Governance Committee consideration and Full Council approval of draft recommendations
September- November 2021	Further Public Consultation on draft recommendations
Winter 2021/22	Formulation of final recommendations (including any recommendations to the Local Government Boundary Commission for England) by Connectivity and Local Democracy Working Group and Governance Committee.
Spring 2022	Final recommendations to be considered by the Full Council
By Spring 2022	Approval of community governance orders and consequential matters in place from Spring 2022 for implementation 2023 local and parish cycle of elections (further time will be taken for implementation should it be necessary to consult/make recommendations to the Local Government Boundary Commission for England)
May 2023	Parish Council elections to be held under any new arrangements that may be decided