

 <b>Licensing &amp; Regulatory Committee</b> <b>Tuesday 17 June 2014</b>		<b>Agenda Item No.</b> <b>6</b>
<b>Title</b>	Warwick District Community Governance Review 2013/2014	
<b>For further information about this report please contact</b>	Chris Elliott (01926 456000) chris.elliott@warwickdc.gov.uk	
<b>Wards of the District directly affected</b>	All	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	Regulatory Committee 15 July 2013 – minute 18 and Regulatory Working Party 12 November 2013 and 28 January 2014.	
<b>Background Papers</b>		

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No
<b>Equality &amp; Sustainability Impact Assessment Undertaken</b>	No
The process is about ensuring electoral equality so there is no further need to undertake an equalities impact assessment.	

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive	09/06/14	Chris Elliott
Head of Service		
CMT		
Section 151 Officer		
Monitoring Officer	10/06/14	Graham Leach
Finance		
Portfolio Holder(s)		
<b>Consultation &amp; Community Engagement</b>		
The commencement of the Community Governance Review in July 2013 and invited submissions from interested persons up to the deadline of Friday 4 October 2013. During November 2013 electors and Parish Councils were consulted on boundary changes affecting their Parish areas. A second formal public consultation was held until 30 April 2014 for submissions to be made from interested persons regarding draft recommendations made by the Regulatory Committee.		
<b>Final Decision?</b>	No	
<b>Suggested next steps (if not final decision please set out below)</b>		
A series of informal meetings of the Committee are to be held to consider in detail the areas of contention regarding the proposals will give a steer to officers to develop the formal proposals for approval in September 2014.		

## 1. **SUMMARY**

- 1.1 The report updates members on the current Community Governance Review and brings forwards proposals for completion of this work.

## 2. **RECOMMENDATION**

- 2.1 To agree a set of informal meeting dates to consider the submissions received during the second public consultation, to enable a set of final recommendations to be drawn up.
- 2.2 To agree the areas for discussion at each meeting and determine if the Parish or Town Council concerned and/or any other interested body should be invited to these meetings.
- 2.3 To agree that the final report for the Community Governance Review should be at a special meeting of the Committee in September 2014.

## 3. **REASONS FOR THE RECOMMENDATION**

- 3.1 The Local Government and Public Involvement in Health Act (LGPIH) 2007 devolved the power to take decisions relating to the creation and 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.
- 3.2 Since February 2008, District Councils have had the responsibility for undertaking Community Governance Reviews and have been able to decide whether to give effect to recommendations made in those Reviews. In making that decision, Councils need to take account of the views of local people and are required to have regard to guidance issued by the Department for Communities and Local Government and the Local Government Boundary Commission for England.
- 3.3 Any changes in parish boundaries that affect the boundaries of District Council wards and/or Warwickshire County Council Electoral Divisions will be referred to the Local Government Boundary Commission England (LGBCE) with a recommendation to change all boundaries affected. Amendments to Parliamentary constituency boundaries will be referred to the Boundary Commission for England with a recommendation to change affected boundaries.
- 3.4 The Council agreed to undertake a community governance review on the back of the review of the District Council ward boundaries. The first round of consultation was undertaken in the summer of 2013. The second round of consultation and the formal stage was undertaken closing at the end of April 2014. This had significant responses regarding only a few key areas. It has been considered by officers that the most pragmatic approach to considering the individual detail of each of these cases would be to hold informal sessions with the Committee members. Representatives of the respective Town and Parish Councils could be invited to expand upon their representations and to answer questions. These sessions would provide guidance to officers for them to bring a final report back to the Committee in September 2014.
- 3.5 Meeting accommodation has been booked at Riverside House for week commencing 7 July and 14 July 2014 to accommodate these meetings.

- 3.6 The main arrears for discussion by the committee relate to the Kenilworth/Leek Wootton boundary, New Cubbington area, land to the south of Sydenham/East of Whitnash, Woodside Farm site south of Whitnash, and Leamington Spa and Old Milverton. An overview of the responses received and the suggested meeting sequence for considering these will be circulated at the meeting.
- 3.7 The Council also needs to consider its polling Districts and while indicative plans for these have been produced subject to discussions on the Community Governance Review. Every effort must be made to make Polling Districts coterminous with other Therefore it is proposed that the Regulatory & Licensing Committee consider these at a separate informal meeting with a view to bringing the final polling districts to the Special meeting of the Committee in September for confirmation.

#### 4. **POLICY FRAMEWORK**

- 4.1 **Policy Framework** – The report does not have impact on the Council’s Policy Framework but is consistent with its priority regarding community involvement.
- 4.2 **Fit for the Future** – The recommendation has no impact on the Council’s Fit for the Future programmer but will contribute to the vision of making Warwick District a great place to live work and visit as set out in the Sustainable Community Strategy.

#### 5. **BUDGETARY FRAMEWORK**

- 5.1 On 19 June 2013 Executive agreed the earmarked reserve request of £18,500 remaining from the completed District electoral arrangements review to be transferred to the Community Governance Review. Expenditure to date:

<b>Date 2013</b>	<b>Details</b>	<b>Amount</b>
July	information sent out to all households in the Warwick Gates area	£431
August	Training – Community Governance	£333
September	Electoral Review Advertising	£359
October	Software upgrade purchased for the Xpress elections management system to automate the boundary maintenance of the electoral register	£500
November	information sent out to all households in the Cubbington Parish area	£64(+ postage costs TBC)
<b>TOTAL</b>		<b>£1687</b>

#### 6. **RISKS**

- 6.1 There is an associated risk with this project that the outcome from the Committee will require amendments to the District Council Ward Boundaries and Parliamentary Boundaries in the District. This could mean that the new Parish/Town Boundaries are introduced without the changes at District or Parliamentary Level. This would lead to a lack of clarity for the communities affected. For this reason the Electoral Services Manager will be writing to the relevant boundary commissions alerting them to this matter and seeking their guidance on the potential for the District and Parliamentary Boundaries to be amended in Warwick District before 7 May 2015.

- 6.2 There is a risk with this project with the need to update the Polling Districts within the District. These Districts are the sub divisions of the Electoral register which households are placed into. If the Community Governance Review is not completed in time or changes are not agreed to any Parliamentary and District Boundaries that are proposed, this could lead to confusing and unclear polling Districts.
- 6.3 Another risk for the project is the potential impact of the Community Governance review on the WCC boundary review. Officers have written to the County Council about this and the potential for responding to their review in September 2014. An update on this will be provided at the meeting.

## **7. ALTERNATIVE OPTION(S) CONSIDERED**

- 7.1 The Council has already agreed to undertake the community governance review following completion of the Boundary Commission review for District electoral arrangements. Now this review has been started it must be completed.
- 7.2 The Committee could decide to hold formal meetings to review the responses received from the communities as part of the second round of consultation.