

BOROUGH OF KETTERING

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Report Originator	Ian White	<i>Fwd Plan Ref No:</i> N/A	
Wards Affected	All Kettering Town wards and those immediately adjacent	10 th April 2019	
Title	Community Governance Review - Process and Format		

1. **PURPOSE OF REPORT**

To consider the process and scheduling for the above review, and to agree a strategy for consultation.

2. **INFORMATION**

- 2.1 At the meeting of the Borough Council held on 6th March 2019, it was unanimously resolved *'that a Community Governance Review be carried out in accordance with the terms of reference attached to the report, with a view to it concluding by December 2019.'*
- 2.2 The Terms of Reference that were agreed are attached at **Appendix A** to this report. They include detail of the scope of the review and will be used to guide members and officers through the process.
- 2.3 This report asks members to consider the process, format and scheduling of the work needed to undertake this review and conclude it by the agreed deadline of December 2019

3. **PROCESS AND SCHEDULING**

- 3.1 Details of the scope of the review are included at Paragraph 1.3 of the Terms of Reference.
- 3.2 When considering these matters, it is suggested that the following key points will be crucial:
- defining the area of the parish
 - giving consideration to the impact on adjacent parishes;
 - The creation of a Town Council for Kettering, including consideration of the following key factors:
 - Its potential roles and responsibilities
 - Electoral arrangements

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3.3 The above points are not likely to be exhaustive to the process, but will hopefully provide members with a sound basis for their deliberations.

4. **CONSULTATION**

4.1 A statutory requirement and key factor in the review will be consultation on the proposals with interested parties. As such, it is vital that members have a clear understanding of the process for consultation and the specific matters that responses should address.

4.2 At **Appendix B** to this report, members will find the intended structure for the consultation. Essentially, it sets out the questions to be posed and includes:-

- The purpose of the review
- Questions for consultees to consider
- The legal context of the review
- Who will be consulted
- Methods of Consultation
- Timetable
- How to respond

4.3 Members are asked to consider the structure and suggest any amendments.

5. **FINANCE and HR / RESOURCE IMPLICATIONS**

5.1 The review will be conducted during the period April-December 2019. It will be a challenging piece of work given the extensive preparatory work required to ensure that the transition to a unitary authority results in safe and legal service delivery on 1st April 2020. The staff engaged on this work will also be engaged on early preparation for the new authority, and for council and PCC elections in 2020. If there is any national electoral event in 2019, then the review will, in practical terms, have to be re-scheduled.

5.2 The costs of a review are largely officer time, and the costs of any material produced in order to carry out the consultation. Clearly, the more extensive the consultation, the greater those costs and officer time will be.

6. **LEGAL IMPLICATIONS**

6.1 The key statutory provision relating to Community Governance Reviews is contained within Chapter 3 of Part 4 of the Local Government and Public Involvement in Health Act 2007, Sections 75 to 102. This will be supplemented

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by reference to a guidance document issued by the former department of Communities and Local Government and the Local Government Boundary Commission for England specifically in respect of such reviews.

- 6.2 It is possible that reference to other statute/guidance will need to be made when considering matters that are incidental, consequential, transitional or supplementary to any of the agreed outcomes as a result of the review.

7. RECOMMENDATION

- i) Members consider the process and scheduling of the review with a view to agreeing a timetable for their consideration of the various matters involved: and
- ii) Members consider and approve a format for consultation to be used throughout the review.

Background Papers:

None

Previous Reports/Minutes:

Report to Council March 2019
Report to LGRAC 30th January 2019