

## Appendix B – Community Governance Review

**Process:** the main steps that surround a Community Governance Review are listed in the box below. Please note this is included for quick reference and is not formal guidance.

**Trigger for a review**

- A valid community petition; or
- A principal authority's own decision.

**Decision to hold a review**

- A principal authority takes a formal decision;
- Which can be to review all or a part of its area;
- Though it must have valid grounds for refusal if there has been a petition.

**Terms of reference**

- A principal authority must draw up and publish terms;
- Stating the matters and the geographic area to be covered;
- Notifying other local authorities which have an interest.

**Undertaking a review**

- A principal authority must consult electors in affected area(s);
- It should consult other bodies with an interest, including any affected local councils;
- It must then consider any representations received.

## **Making recommendations**

- Bearing in mind representations, the **criteria and other factors**;
- Including alternative forms of **governance in the area e.g. residents associations, neighbourhood forums**;
- The principal authority formally **recommends an outcome from the review**;
- It **must publish its recommendations and the reasons for them, informing those with an interest.**

## **Implementing a review**

- A principal authority makes a **Reorganisation Order to put into effect any changes**;
- Which must include a detailed map of **the boundaries**;
- It publishes the Order and map for **public inspection**;
- It must inform specified bodies e.g. **Ordnance Survey**;
- It should include in the Order any agreed **incidental issues e.g. the transfer of assets.**

## **Next steps**

- An Order is often written to come into **force the following April**;
- Typically a new local council is then **elected in May.**