

DEMOCRACY AND GENERAL PURPOSES COMMITTEE MEETING

Date: Wednesday 22 June 2022
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors Bartlett, Mrs Blackmore, Cooke, Cooper, English, Joy, Perry, Rose
and R Webb

The Chairman will assume that all Members will read the reports before attending the meeting. Officers are asked to assume the same when introducing reports.

AGENDA

Page No.

1. Apologies for Absence
2. Notification of Substitute Members
3. Election of Chairman
4. Election of Vice-Chair
5. Urgent Items
6. Notification of Visiting Members
7. Disclosures by Members and Officers
8. Disclosures of Lobbying
9. To consider whether any items should be taken in private because of the possible disclosure of exempt information.
10. Minutes of the Meeting Held on 9 March 2022 1 - 4
11. Presentation of Petitions (if any)
12. Question and Answer Session for Local Residents (if any)
13. Questions from Members to the Chairman (if any)
14. Committee Work Programme 5
15. Member Training 2022/3 - Discussion Paper 6 - 11
16. Pre-Review Constitution Changes 12 - 16

Issued on Tuesday 14 June 2022

Continued Over/:

Alison Broom

Alison Broom, Chief Executive

INFORMATION FOR THE PUBLIC

In order to ask a question at this meeting, please call **01622 602899** or email committee@maidstone.gov.uk by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on Monday 20 June 2022). You will need to provide the full text in writing.

If your question is accepted, you will be provided with instructions as to how you can access the meeting.

In order to make a statement in relation to an item on the agenda, please call **01622 602899** or email committee@maidstone.gov.uk by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on Monday 20 June 2022). You will need to tell us which agenda item you wish to speak on.

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MAIDSTONE BOROUGH COUNCIL

DEMOCRACY AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 9 MARCH 2022

Present: Councillors Mrs Blackmore, Cooper, English, Garten, Hastie, Purle (Chairman) and Russell

114. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors McKay, Perry and R Webb.

115. NOTIFICATION OF SUBSTITUTE MEMBERS

Councillor Garten was present as a Substitute Member for Councillor Perry.

116. URGENT ITEMS

The Chairman informed the Committee that an urgent item had been accepted for the Local Government Boundary Review – Ward Scheme Consultation Response (Item 16) so that the consultation response could be presented at the full Council meeting on 13 April 2022.

117. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

118. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

119. DISCLOSURES OF LOBBYING

Councillor English had been lobbied on Item 15 – New Constitution.

All Members had been lobbied on Item 16 – Local Government Boundary Review – Ward Scheme Consultation Response.

120. EXEMPT ITEMS

RESOLVED: That all items be taken in public as proposed.

121. MINUTES OF THE MEETING HELD ON 16 FEBRUARY 2022

RESOLVED: That the Minutes of the meeting held on 16 February 2022 be approved as a correct record and signed.

122. PRESENTATION OF PETITIONS

There were no petitions.

123. QUESTION AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

There were no questions from members of the public.

124. QUESTIONS FROM MEMBERS TO THE CHAIRMAN

There were no questions from Members to the Chairman.

125. COMMITTEE WORK PROGRAMME

RESOLVED: That the Committee Work Programme be noted.

126. REPORTS OF OUTSIDE BODIES

There were no reports of Outside Bodies.

127. TRUSTEE APPOINTMENT TO THE RELIEF IN NEED CHARITIES

The Democratic Services Officer introduced the report and explained that there was one current and one upcoming vacancy for Trustees for Relief in Need Charities. A nomination had been received from Councillor Harper, and Councillor Daley, whose term would expire on 13 March 2022, had expressed an interest in being reappointed for another term.

RESOLVED: That

1. Councillor Harper be appointed for a term of four years; and
2. Councillor Daley be reappointed for a term of four years.

Note: Councillor Russell left the meeting during this item.

128. NEW CONSTITUTION

The Head of Policy, Communications and Governance introduced the report and explained that the access to information rules had been extensively rewritten with the proper officer function for ascertaining the need to know being changed from the Monitoring Officer to the Head of Policy, Communications and Governance. The next steps for the constitution would be submission to full Council for approval.

In response to questions, it was confirmed that the current process of implementing changes to the constitution would continue, whereby changes would be presented to the Committee and then ratified by full Council. It was clarified that an amendment could be made to 14.1.1 of C2 to include reference to neighbourhood forums.

The Monitoring Officer explained that the Committee was recommended to review the new constitution six months after its introduction.

RESOLVED: That

1. Council be recommended to adopt the draft Constitution for Maidstone Borough Council at Appendix A, to come into effect from the Annual Meeting of the Council on 21 May 2022, subject to the amendment of part C2, 14.1.1 to reference neighbourhood forums;
2. The Head of Policy, Communications and Governance in consultation with the Chair of Democracy and General Purposes be given delegated authority to add a guide to the constitution and make any minor amendments to the draft to correct errors, omissions or inconsistencies, prior to submitting the draft to Council; and
3. The operation and effectiveness of the new Constitution be reviewed by the Committee six months after its introduction.

Note: Councillor Hastie joined the meeting during this item.

129. LOCAL GOVERNMENT BOUNDARY REVIEW - WARD SCHEME CONSULTATION RESPONSE

The Democratic and Electoral Services Manager introduced the report and outlined the recommended ward scheme consultation response. The purpose of the review was to achieve electoral equality across the Borough, with strong consideration of communities and maintaining effective local government. Members had contributed throughout the process through workshops, a drop-in event and individual conversations. Groups and individuals could submit proposals directly to the Local Government Boundary Commission for England (LGBCE) with supporting evidence. It was noted that a community governance review would be undertaken by the Borough Council the following year.

The Chairman read a statement from Councillors J Sams and T Sams regarding the proposed Harrietsham, Lenham and Hollingbourne Ward.

In response to questions, the Democratic and Electoral Services Manager explained that the LGBCE would consider every proposal on the evidence provided, including the impact on other wards. The narrative for Harrietsham, Lenham and Hollingbourne could be amended to reflect that some developments in Lenham were already populated, and note that the proposal affects the Parish Council.

In expressing support for the proposal and acknowledgement that it satisfied the LGBCE's criteria, the Committee recognised the complexity of producing a ward scheme that all Members would be content with.

RESOLVED: That

1. The response to the LGBCE consultation on ward boundaries, set out at Appendix 1 and Appendix 2 of the report, be recommended to Council for submission to the LGBCE, subject to the amendment of the narrative for Harrietsham, Lenham and Hollingbourne to reflect the Ward Councillors' comments; and
2. Delegated authority be given to the Democratic and Electoral Services Manager to make minor refinements to boundaries and text in Appendix 1 and Appendix 2 ahead of Council.

130. DURATION OF MEETING

6.30pm to 7.13pm.

2022/23 WORK PROGRAMME

	Committee	Month	Origin	CLT to clear	Lead	Report Author
Local Government Boundary Review - 2nd Stage Consultation Response	D&GP	19-Sep-22	LGBR		Ryan O'Connell	Ryan O'Connell
Community Governance Review - Terms of Reference and Initial Consultation	D&GP	19-Sep-22	CGR		Ryan O'Connell	Ryan O'Connell
Member Training	D&GP	22-Jun-22	Annual		Angela Woodhouse	Angela Woodhouse
Outside Body Appointments	D&GP	TBC	Annual		Ryan O'Connell	Ryan O'Connell
6 month constitution review - Scope	D&GP	21-Nov-22	Council		Angela Woodhouse	Angela Woodhouse
Access to Information Update - Interim	D&GP	21-Nov-22	Constitution		Angela Woodhouse	Angela Woodhouse
6 month constitution review - Working Group	Working Group	Dec 22/Jan 23	Council		Angela Woodhouse	Angela Woodhouse
Community Governance Review - Draft Proposals	D&GP	29-Mar-23	CGR		Ryan O'Connell	Ryan O'Connell
Access to Information Update - Annual	D&GP	29 March 2023	Constitution		Angela Woodhouse	Angela Woodhouse

Agenda Item 15

DEMOCRACY AND GENERAL PURPOSES COMMITTEE

22 June 2022

Member Training 2022/23 Discussion Paper

Final Decision-Maker	Democracy and General Purposes Committee
Lead Director	Chief Executive
Lead Officer and Report Author	Angela Woodhouse, Head of Policy, Communications and Governance
Classification	Public
Wards affected	N/A

Executive Summary

This report provides a summary of Member training and briefings for 2021/22 and the proposed training activities for 2022/23 for discussion and input from this Committee.

Purpose of Report

Decision

This report makes the following recommendations to this Committee:

1. To note the approach to Member training for 2022/23 and agree any additional training to be included in the programme.

Timetable

Meeting	Date
Democracy and General Purposes Committee	22 June 2022

Member Training 2022/23 Discussion Paper

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> • Embracing Growth and Enabling Infrastructure • Safe, Clean and Green • Homes and Communities • A Thriving Place <p>We do not expect the recommendations will by themselves materially affect achievement of corporate priorities. However, they will support the Council’s overall achievement of its aims as set out in the body of the report.</p>	Head of Policy, Communications and Governance
Cross Cutting Objectives	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> • Heritage is Respected • Health Inequalities are Addressed and Reduced • Deprivation and Social Mobility is Improved • Biodiversity and Environmental Sustainability is respected <p>The training and briefing sessions will support the achievement of the cross-cutting objectives.</p>	Head of Policy, Communications and Governance
Risk Management	Already covered in the risk section	Head of Policy, Communications and Governance
Financial	<p>The proposals set out in the recommendation are all within already approved £9k Member Training budget and so need no new funding for implementation.</p>	Section 151 Officer & Finance Team

Staffing	We will deliver the recommendations with our current staffing.	
Legal	There are no legal implications. However, under Section 3 of the Local Government Act 1999 (as amended) the Council as a best value authority has a statutory duty to secure continuous improvement in the way in which its functions are exercised having regard to a combination of economy, efficiency and effectiveness. The Learning and Development Charter and this report assist in demonstrating best value and compliance with the statutory duty.	Senior Legal Adviser – Corporate Governance.
Privacy and Data Protection	There are no privacy and data protection implications.	Policy and Information Team
Equalities	No implications	Policy & Information Manager
Public Health	No implications	Public Health Officer
Crime and Disorder	No implications	Head of Policy, Communications and Governance
Procurement	Any training requiring procured will follow procurement and financial procedure rules.	Head of Policy, Communications and Governance
Biodiversity and Climate Change	Training for Members on biodiversity and climate change should be considered as part of the programme.	Biodiversity and Climate Change Officer

2. INTRODUCTION AND BACKGROUND

2.1 The Council has in place a Member Development Charter agreed by the Democracy Committee in September 2018.

2.2 The Charter sets out the following criteria for Member Development:

- There is a clear commitment to councillor development and support
- The council has a strategic approach to councillor learning and development
- Learning and development is effective in building capacity

Training and Briefings for Members in 2021/22

2.3 42 training and briefing sessions were held for councillors in 2020-21, the majority of these sessions consisted of topic-based briefings for example briefings on the new governance arrangements, various strategies covid19 recovery and briefings from external partners including Golding Homes and Leeds Castle. The majority of Member training sessions delivered were in respect of Planning and Licensing roles, functions and responsibilities. Briefings were largely held virtually with some held face to face on a topic by topic basis.

3. AVAILABLE OPTIONS

3.1 For 2022/23 training has already been organised as follows:

- Induction for new Councillors
- Training on the new Overview and Scrutiny function with two sessions held in June on the role of Overview and Scrutiny and Scrutiny Questioning Skills.
- Media training for the Executive
- Support for the Executive Lead Members based on their portfolios through external training, conferences and internal briefings
- The role and responsibilities of a Trustee
- Charing Training

Planning and Licensing Training will be organised by those committees respectively.

3.2 A number of briefings will be scheduled by topic throughout the year as we have previously with input from the Executive and Corporate Leadership Team to ensure Members remained informed of Council activity and Strategic Issues.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 In line with the Member Development Charter, Members are asked to put forward suggestions for training. Additional training is planned for Chairs and Vice Chairs on Chairing Skills as we have a new Governance Model in place. Training is also planned for Councillors who act as trustees as the Council has a number of charities it is involved in and/or supports, this has been identified as an area for development in the Annual Governance Statement.
- 4.2 In previous years training has been held on:
- Constitution and procedure rules for meetings
 - Code of conduct and interests
 - social media and media training
 - Member rights
- 4.3 The Committee is asked to identify any additional training they would like to be included in this year's programme.
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5. RISK

- 5.1 Training and development of Members will strengthen the council's governance arrangements and mitigate risk through ensuring effective decision making.
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6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 Licensing and Planning Committees will be approving their own training programmes as regulatory Committees. The purpose of this report is for Democracy and General Purposes Committee to identify any training they believe would be beneficial for Members.
-

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 7.1 Training as set out in section 4 has already taken place or will commence following this meeting. New suggestions put forward and agreed by this Committee will be included in the programme. If the suggestions prove to require expenditure beyond the Member Training Budget a report will be brought back to this Committee to prioritise training. In previous years the budget has been underspent.
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8. REPORT APPENDICES

None

9. BACKGROUND PAPERS

None

Agenda Item 16

Democracy and General Purposes

22 June 2022

Pre-Review Constitution Changes

Final Decision-Maker	Council
Lead Head of Service	Angela Woodhouse, Head of Policy, Communications and Governance
Lead Officer and Report Author	Ryan O'Connell, Democratic and Electoral Services Manager
Classification	Public
Wards affected	None

Executive Summary

This report requests some changes to the new constitution that would benefit from being addressed immediately rather than waiting until the 6 month review point for the new model to operate effective.

Purpose of Report

Decision

This report makes the following recommendations to this Committee:

1. That the requested amendments to the Constitution, as set out in 2.4 and 2.6 be recommended to Council for approval;
2. That the uses of the Monitoring Officer's delegation to amend the Constitution as shown at paragraph 2.10 of this report be noted; and
3. That the Committee confirm whether they would wish to continue to receive such a report on the usage of the Monitoring Officer's delegation and the frequency with which they would wish to receive it.

Timetable

Meeting	Date
Democracy and General Purposes Committee	22 June 2022
Council	20 July 2022

Pre-Review Constitution Changes

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	None directly	Democratic and Electoral Services Manager
Cross Cutting Objectives	None directly	Democratic and Electoral Services Manager
Risk Management	See below	Democratic and Electoral Services Manager
Financial	None	Democratic and Electoral Services Manager
Staffing	None	Democratic and Electoral Services Manager
Legal	These changes represent minor amendments to the constitution and do not conflict with any legislation or regulations.	Democratic and Electoral Services Manager
Privacy and Data Protection	None	Democratic and Electoral Services Manager
Equalities	None	Equalities & Communities Officer
Public Health	None	Democratic and Electoral Services Manager
Crime and Disorder	None	Democratic and Electoral Services Manager
Procurement	None	Democratic and Electoral

		Services Manager
Biodiversity and Climate Change	None	Democratic and Electoral Services Manager

2. INTRODUCTION AND BACKGROUND

- 2.1 The Council's constitution came into effect in May 2022 with the change from the Committee to Executive system. As the new system finds its feet a number of minor changes and suggestions are being recorded for the planned 6 month review of the constitution. However, an issue has come to light that impacts on the ability of the Executive to operate effectively and this report suggests a wording change that would resolve it.
- 2.2 As it stands the wording of the constitution in Part A prevents officers from producing reports for the Executive until they have been considered by a Policy Advisory Committee (PAC), or unless they are urgent.
- 2.3 This has the consequence that an item can be scheduled to go to a PAC, and be published on the agenda for it, but the agenda for an Executive meeting (either collectively or individually) cannot be published until the day after the PAC. This inevitably lengthens the decision making process required on items and increases the likelihood of items having to be declared urgent.
- 2.4 It is therefore recommended that the following change be made in the Constitution to Part A2, Provision 7.6.2:
- ~~"No Key Decision or Other Material Decision in respect of a matter shall be placed before the Executive or any individual Member on the Executive, no report prepared for them by Officers nor any decision shall be made by the Executive or any individual Member on the Executive on such a matter unless: -~~
- (a) A report on the matter has previously been considered by a meeting of a Policy Advisory Committee;
 - (b) ...
 - (c) ..."
- 2.5 Further, whilst minor in impact, a second issue that would benefit from being considered is reintroducing flexibility into some items on committee agendas. Unlike the previous constitution the new constitution *requires* that an item be considered on matters such as questions on notice for all committees. This conflicts with the way that regulatory bodies run in particular (namely planning committee and licensing sub-committee hearings) whereby there are in built public engagement methods into the matters being determined.
- 2.6 It is therefore recommended that Part C 8.2 be amended as follows:

"Before any substantive items are considered, *where appropriate*, the following items shall be considered at each meeting of any Committee"

2.7 Changes Under the Monitoring Officer (MO) Delegation (B5, 18.1)

The MO of the Council has an officer delegation to make amendments to the Council's Constitution in a limited number of circumstances. This was in place prior to the change in governance system and adoption of a new Constitution on 21, May 2022 and remains the same:

"Part B5 Responsibilities of Senior Officers.

18. Monitoring Officer

18.1. The Monitoring Officer has delegated authority to make changes to the Constitution which are necessitated by decisions taken by the Council; which remove inconsistency or ambiguity; which are minor; or to effect changes in the law."

- 2.8 This is not a frequently used delegation. However, members will be aware that during the process of rewriting the Constitution Officers gave advice that the Constitution was an evolving document and when discrepancies were found there would be a need for amendments going forward. Where these have related to inconsistency, ambiguity or minor matters, as in the instances below, the MO has authorised amendment.
- 2.9 As these amendments will occur at any time it is considered good practice for Members to be aware of amendments made under this delegation as part of their general oversight of the Constitution.
- 2.10 The list of amendments is as follows:

B5 Responsibilities of Senior Officers (Head of Housing and Community Services)

11.3. Ensure the Council's duties and obligations in relation to homelessness and the operation of the Council's allocation scheme are fulfilled. This includes the contracting out of homelessness review functions under Section 202 of the Housing Act 1996 (as amended), **reviewing the same and ratifying any arrangements entered into prior to the introduction of this version of the Constitution on 21, May 2022.**

(Addition of words in bold)

3. AVAILABLE OPTIONS

- 3.1 The committee can recommend the changes to council for approval, suggest alternative amendments before recommending them to Council, or not recommend any changes go forward. The committee is also asked to

indicate its preference, if any, for a MO report on changes made under delegated authority.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 That the recommended amendments be put to Council for approval for the reasons set out above, and the committee consider its preference for an MO delegation report.
-

5. RISK

- 5.1 The risks associated with this proposal, including the risks if the Council does not act as recommended, have been considered in line with the Council's Risk Management Framework. We are satisfied that the risks associated are within the Council's risk appetite and will be managed as per the Policy.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 None.
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7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 7.1 If approved by Council the changes will be given immediate effect.

8. REPORT APPENDICES

None

9. BACKGROUND PAPERS

None

Democracy and General Purposes Committee

22 June 2022

Community Governance Review Timetable

Final Decision-Maker	Democracy and General Purposes Committee
Lead Head of Service	Angela Woodhouse, Head of Policy, Communications and Governance
Lead Officer and Report Author	Ryan O’Connell, Democratic and Electoral Services Manager
Classification	Public
Wards affected	All

Executive Summary

This report provides an update to the Committee on the Council’s Community Governance Review and sets out the broad timetable for it.

Purpose of Report

Noting

This report makes the following recommendations to this Committee:

1. That the Community Governance Review timetable (2.9) be noted.

Timetable

Meeting	Date
Democracy and General Purposes Committee	22 June 2022

Community Governance Review Timetable

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	The Community Governance Review will not have a direct impact on Corporate Priorities or Cross Cutting Objectives but impacts on all of them indirectly as it relates to the democratic and governance structure of the borough.	Democratic and Electoral Services Manager
Cross Cutting Objectives	See above	Democratic and Electoral Services Manager
Risk Management	See risks below	Democratic and Electoral Services Manager
Financial	<p>The cost of running the review will be conducted as an opportunity cost from existing budgets.</p> <p>There may be longer term impacts and funding considerations that arise from the review if, for example, funding was required to start up new parish councils and offer financial support, but any of those factors will be considered in future reports and as part of the review.</p>	Democratic and Electoral Services Manager
Staffing	We will deliver the recommendations with our current staffing. It should be noted that there are numerous change activities underway (Local Government Boundary Review, Parliamentary Boundary Review, Whole Council Elections, new governance model) in Democratic and Electoral Services and whilst this review will be run as an opportunity cost, if additional risks (such as a General Election, or other unscheduled project) materialises then this will need to be considered in the team's resourcing.	Democratic and Electoral Services Manager

Legal	The Local Government and Public Involvement in Health Act 2007 provides for a Principal Council to undertake community governance reviews and take decisions on parish areas.	Interim Deputy Head of Legal Services and Monitoring Officer.
Privacy and Data Protection	None	Policy and Information Team
Equalities	Equalities will be considered as part of the review process.	Equalities & Communities Officer
Public Health	None	Democratic and Electoral Services Manager
Crime and Disorder	None	Democratic and Electoral Services Manager
Procurement	None	Democratic and Electoral Services Manager
Biodiversity and Climate Change	Biodiversity and Climate Change will be factored into individual decisions that come forward on the project as appropriate.	Biodiversity and Climate Change Manager

2. INTRODUCTION AND BACKGROUND

- 2.1 The Local Government Boundary Commission for England is underway with its boundary review. The second stage consultation with their draft proposals is expected at the beginning of July with the Commission considering them in mid-June.
- 2.2 Following that Boundary Review it will be necessary to conduct a Community Governance Review. Whilst the LGBCE's review focuses on the Borough Council's wards, a Community Governance Review is conducted entirely by Maidstone Borough Council as the Principal Authority and focuses on Parish Councils in the Borough. The review can create, dissolve, combine and change parishes.

2.3 Community Governance Reviews can focus on a specific part of a Borough or the whole Borough and they can be conducted for specific purposes (i.e. issues have arisen in a particular parish) or more widely. There is a general expectation that a community governance review will be conducted regularly (once every 10 to 15 years) for the whole Borough to ensure that Parish boundaries continue to reflect the communities of the Borough and are effective. In this case Maidstone has not conducted a borough wide review for longer than that period so are due to conduct one. This was under discussion by the Democracy and General Purposes Committee prior to the Local Government Boundary Commission for England agreeing to conduct their boundary review. However, the significant impact of the Local Government Boundary Review substantially increases the need for a review.

2.4 There will be a significant amount of work to conducting a successful review. The requirements are fairly broad and can be summarised as the Council needs to consult those impacted by it (i.e. parishes and other bodies) and the Council needs to ensure that community governance within the area under review will be:

- Reflective of the identities and interests of the community in that area; and
- Effective and convenient

Further information can be found in the Government guidance on conducting a review; a link to which is provided under background papers below.

2.5 The timetable set out for the Committee to note is not a precise timetable. The aim at this stage is to programme the work in amongst a number of other activities, to give the community a heads up as to the timings, and to advise Members what to expect.

2.6 There are several key factors in arriving at this timetable:

- The maximum length a review can run from publication of its Terms of Reference is 12 months.
- In order to feed into the Electoral Register for May 2024 elections the new boundaries will need to be in place and new polling districts in place in the register by November 2023
- The timetable proposed schedules activities outside of election periods, and allows some contingency before November 2023.

2.7 Two consultation periods have been allowed for in the timetable. The first consultation will be very broad and open in nature, looking to understand the needs of the community, whether any changes (such as additional parishes) are desired, and gather current issues with parish boundaries.

2.8 The second consultation will be on more specific proposals for parishes and communities to comment on. As well as the consultation periods, discussions and activities with Members and parishes will be held to gather specific information.

2.9

DATE	ACTIVITY	TIMING	DECISION POINTS
June 22	Timetable	Pre-review	D&GP
July 22	Consult KALC/Councillors on ToR	Pre-review	
August 22	Consult KALC/Councillors on ToR	Pre-review	
September 22	Agree ToR	0	D&GP, Council
October 22	Publish ToR	1	
November 22	Consultation 1	2	D&GP
December 22	Consultation 1	3	Council
January 23	Consultation 1	4	
February 23	Proposals	5	D&GP, Council
March 23	Proposals	6	D&GP
April 23	Consultation 2	7	Council
May 23	Consultation 2	8	
June 23	Consultation 2	9	
July 23	Proposals Amended	10	
August 23	Proposals Amended	11	D&GP (tbc)
September 23	End	12	Council (tbc)
October 23	Contingency	-	
November 23	Contingency	-	

Note

- Election time April 2023 and May 2023 time during the second consultation;
- Electoral Register deadline for new polling districts – **November 2023**

3. AVAILABLE OPTIONS

- 3.1 The Committee can note the report or consider suggested amendments to the timetable.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 That the report be noted.

5. RISK

- 5.1 The direct risks arising from this report are minimal. The review itself will carry risks around not achieving its objectives and impacts on communities. These will be considered in full when the review progresses.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

6.1 The officer attended a meeting of KALC on 13 June 2022. Consultation with relevant stakeholders is a key part of the community governance review process and has been included in the timetable at paragraph 2.6.

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

7.1 Officers will work up more detailed review plans, including the Terms of Reference for the Committee, and others, to consider. Once those are agreed and published the review begins and has 12 months to run.

8. REPORT APPENDICES

None

9. BACKGROUND PAPERS

Community Governance Review Guidance -
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/8312/1527635.pdf