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**Our reference:** LRJ  
**Your reference:**  
**Date:** 2 September 2013

To all Members of the Council

Dear Councillor

A meeting of the CABINET will be held on Tuesday 10 September 2013 at 7.00 pm in the Council Chamber, Civic Centre, Pavilion Road, West Bridgford to consider the following items of business.

Yours sincerely

Executive Manager Operations and Corporate Governance

## **AGENDA**

1. Apologies for absence
2. Declarations of Interest
3. Minutes of the Meeting held on Tuesday 9 July 2013 (previously circulated).
4. Local Authorities (Executive Arrangements) Meetings and Access to Information) (England) Regulations 2012

It is recommended that the public be excluded from the meeting for consideration of the following item of business pursuant to the above Regulations on the grounds that it is likely that exempt information be disclosed as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

### **Key Decisions**

5. Bridgford Hall – Update on Future Use

The report of the Executive Manager - Transformation is attached (pages 1 - 8).

## **Non Key Decisions**

6. Update on Fleet Maintenance and Garage Service Provision

The report of the Executive Manager - Neighbourhoods is attached (pages 9 - 10).

7. Community Governance Review – Shelford and Newton

The report of the Executive Manager - Operations and Corporate Governance is attached (pages 11 - 24).

## **Budget and Policy Framework Items**

None

## **Matters referred from Scrutiny**

None.

## Membership

Chairman: Councillor J N Clarke

Vice-Chairman: Councillor J A Cranswick

Councillors D G Bell, J E Fearon, N C Lawrence, D J Mason

<b>Meeting Room Guidance</b>
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**Fire Alarm Evacuation:** in the event of an alarm sounding please evacuate the building using the nearest fire exit, normally through the Council Chamber. You should assemble in the Nottingham Forest car park adjacent to the main gates.

**Toilets** are located opposite Committee Room 2.

**Mobile Phones:** For the benefit of others please ensure that your mobile phone is switched off whilst you are in the meeting.

**Microphones:** When you are invited to speak please press the button on your microphone, a red light will appear on the stem. Please ensure that you switch this off after you have spoken.

## Report of the Executive Manager Neighbourhoods

### Cabinet Portfolio Holder – Councillor N C Lawrence

#### Summary

1. As part of the four year service review programme a procurement process has been undertaken for the delivery of the Council's fleet maintenance and garage services. Following consideration of tenders submitted by three potential suppliers this process has not provided an outcome able to provide the necessary savings and service delivery needs for the Council. This report therefore recommends the termination of the formal procurement process to enable the Council to explore the development of a shared service approach for fleet maintenance and garage services.

#### Recommendation

It is RECOMMENDED that Cabinet

- a. agree to the cessation of the procurement process for Fleet maintenance and garage services.
- b. endorse the exploration of a shared service approach and the development of a subsequent business case for further consideration.

#### Background

2. At present garage services for the council's fleet are provided in house via the Abbey Road Depot. As part of the four year service review programme a procurement process has been undertaken for the delivery of such services by an external provider with the aim of both delivering on-going savings and helping to facilitate the planned future disposal of the Abbey Road site.
3. It is anticipated that the external delivery of garage services is not only a key stage in the potential disposal of this site but would also facilitate the construction of a smaller and cheaper depot at an alternative location.

#### Procurement Process

4. The formal procurement process was commenced in early 2013. However despite significant interest formal tenders were only received from three organisations of which one was discounted as it failed to satisfy the financial requirements for a contract of this size.
5. These bids were evaluated on a cost quality basis and consideration was also given to the whole life cost of the preferred bid taking into account the

implications and opportunities presented by the disposal of the Abbey Road site and its relocation to a smaller facility elsewhere in the Borough. This analysis indicated that the total impact on the council over the ten year life of the contract would be an additional cost of £300,000.

6. The tendering process enabled bidders to submit variant bid and this option was exercised by one bidder based on their experience of managing similar fleets and contracts. This proposed that by increasing the proactive maintenance of the Council's fleet there would be a corresponding reduction in reactive maintenance which could result in additional savings of £1.2 million over ten years. Despite further discussions with the bidder it has not been possible to validate the proposed model to an extent that would enable it to be acceptable to the Council at this time.
7. On this basis it is recommended that the current procurement process be ceased.
8. Notwithstanding the above the procurement exercise has identified that opportunities may exist through the provision of fleet maintenance on a shared services basis with other public bodies such as other local authorities. As a result it is recommended that work in this area continues on this basis. This will also enable the Council to further explore the approach to fleet maintenance outlined at paragraph 6 which, if successful, could result in significant additional savings being delivered in the medium to long term.

#### **Financial Comments**

Over ten years the net financial impact of the preferred bid on the Authority would have been £300,000 above the cost of retaining the service in-house. In light of the prevailing economic circumstances it is therefore not possible, on financial grounds, to recommend the acceptance of this proposal.

However whilst the preferred bid is at present more expensive than an in-house solution the variant bid identified at paragraph six has identified alternate approaches that could potentially deliver a net saving of £900,000 over ten years, reducing the current cost of the service by up to twenty percent. As identified at paragraph eight it is proposed that further work now be undertaken to identify whether such savings can be achieved, possibly through the development of a shared service solution with other public bodies.

#### **Section 17 Crime and Disorder Act**

There are no direct Section 17 implications

#### **Diversity**

There are no direct diversity implications

**Background Papers Available for Inspection: Nil**



**Cabinet**

**10 September 2013**

**Community Governance Review – Shelford and  
Newton Parish**

**7**

## **Report of the Executive Manager - Operations and Corporate Governance**

### **Cabinet Portfolio Holder - Councillor J N Clarke**

#### **Summary**

In June 2013 Council received a petition from residents of Shelford and Newton Parish requesting the cessation of the existing parish council and the formation of two separate parish councils. The Council is now required to carry out a Community Governance Review in Shelford and Newton Parish in accordance with Part 4 of the Local Government and Public Involvement in Health Act 2007.

This report sets out the key issues to be considered and requests that Cabinet refer the Terms of Reference for the Review to Council for approval in order that the process can commence.

#### **Recommendations**

Cabinet is recommended to:

- a) Consider the process involved for the delivery of a Community Governance Review, the proposed timetable and the associated resource implications;
- b) Refer the Terms of Reference for the Community Governance Review (**Appendix 2**) to Council for approval in order that the process can commence in line with the proposed timetable (**Appendix 3**);
- c) Extend the remit of the cross party Community Governance Review Member Group established for the Community Governance Review of Edwalton to consider the Council's position in response to the consultation to be undertaken as part of the review of Shelford and Newton;
- d) Endorse the revised Member Group Terms of Reference and refer them to Council for approval (**Appendix 4**);

#### **Why are we carrying out a Community Governance Review?**

1. Under the Local Government and Public Involvement in Health Act 2007 the Council must carry out a Community Governance Review on receipt of a valid petition specifying one or more recommendations which the petitioners wish a review to consider making.

2. At the Council meeting in June 2013 a petition was submitted asking for the formation of two separate parish councils for Shelford and Newton to replace the existing combined parish council. The petition contained 347 signatures from people indicating they were electors of the Shelford and Newton Parish. At that time Shelford and Newton Parish had 624 local electors (based on the 1 April 2013 Electoral Register). For a petition of this type to be valid it must be signed by at least 250 of the electors in an area where there are between 500 and 2,499 electors. Following checking of the petition it was established that it contained 298 valid signatures. Consequently the petition was determined as valid for the purposes of the Community Governance Review.
3. The petition is for the proposal to form two separate parish councils with the wording as set out below:

*“Shelford and Newton Parish Council hereby petition Rushcliffe Borough Council to undertake a community governance review in order to permit the cessation of the existing parish council and in its place to create a separate parish council for both Shelford and Newton”.*
4. A map of the proposed parish area was submitted with the petition and a copy of the map which has been agreed with the petitioners is attached as **Appendix 1**. It should be noted that the proposed area does not cover the whole of the current Shelford and Newton Parish and as a consequence could potentially have an impact on the boundary of Saxondale Parish. As such the boundaries proposed by the petitioners are not co-terminus with the existing Trent Ward boundary or that of the new East Bridgford Ward boundary which will come into effect in May 2015 following the Local Government Boundary Commission Review.
5. A Community Governance Review of Shelford and Newton will now be carried out under the powers and requirements of Part 4 of the Local Government and Public Involvement in Health Act 2007. It is proposed that the review will be conducted in line with the Terms of Reference set out in **Appendix 2**.

### **What is a Community Governance Review?**

6. The Community Governance Review is the process used to consider whether the existing parish council should be replaced with two separate parish councils. There are a number of options with regards the outcome of the review depending on the results of the consultation. The review could recommend to Council that:
  - there should be no change to the existing arrangements
  - the existing parish should be replaced with two separate parishes
  - a parish council should be established for one or both of the new parishes, and if so, the boundary, names, and the electoral arrangements for each, ie how many councillors on each and the election cycle
  - an ‘alternative style’ for one or both of the areas should be established, eg. parish, neighbourhood, community or village meeting (see paragraph 23).
7. The recommendations made in a Community Governance Review have two

main objectives:

- to improve community engagement and result in better local democracy;
  - more effective and convenient delivery of local services.
8. The review must ensure that community governance reflects the identities and interests of the community in that area, and is effective and convenient. It must also take into account any other arrangements for the purposes of community representation or community engagement in the area, eg community associations or similar.

### **What area is under review?**

9. The area being reviewed is the area on which the petition was based. This is primarily the current parish of Shelford and Newton however it does not include part of the land on the former airfield south east of Lawson's Barn Farm.
10. In proposing any parish arrangements for Shelford and Newton the Borough Council is not bound by the area referred to in the petition. The Council could seek to ensure that any proposed parish boundaries are the same as ward boundaries. In doing this the Council would have regard to the new East Bridgford Ward boundary which will come into effect in May 2015. The maps of the areas being considered are included in **Appendix 1**. These are:
- a) Reproduction of the map of petition area submitted with the petition (Map A);
  - b) Map of the petition area and Trent Ward boundary (Map B). Note that the current Shelford and Newton Parish boundary follows the line of the Trent Ward boundary excluding the area marked on the map as part of Radcliffe on Trent Parish Council;
  - c) Map of new East Bridgford Borough Ward from May 2015 (Map C).
11. As part of the Terms of Reference for the review the Council has to provide the number of electors in the area. This will be used to decide on the electoral arrangements if the Council recommends that two parish councils should be set up, eg how many councillors on each parish council. The Council has used the Register of Electors of 1 July 2013 in providing the existing ward electorate figures. The Council must also give consideration to the electorate forecasts for the next five years which are set out in the proposed Terms of Reference.

### **What are the key stages of the Review?**

12. There are two main stages to the review: the first stage will require a period of consultation to gather opinions on whether the parish should be divided into separate parishes of Shelford and Newton; the second stage will be the Council's recommendations on the way forward. The legislation includes a requirement to consult local government electors who are affected by the proposals and also those who appear to have an interest in it.

13. A summary of the key stages of the review, including the consultation proposed, is set out below.

Action	Timescale
Agree Terms of Reference at Full Council	26 September 2013
Publish Terms of Reference	30 September 2013
Undertake consultation on the proposal to establish two parish councils	30 September – 29 November 2013
Analyse and appraise results of consultation and develop proposals depending on the outcome of consultation (including meeting of Member Group and report to Cabinet)	2 December 2013 – 14 February 2014
Publish proposals for further consultation	17 February – 11 April 2014
Analyse responses to published proposals and draft final recommendations	14 April – 9 May 2014
Council considers recommendations for final approval	June 2014
<b>If required:</b> Organisation of Community Governance Order	Following on from Council
<b>If agreed:</b> Establishment of two new Parish Councils in place of the existing one	May 2015

14. In this case it is proposed that the review will be supported by Council officers. However as is clear from this report and the on-going work on the Community Governance Review of Edwalton there is a resource implication when undertaking such reviews. In view of this should any further requests be received the Chief Executive will determine what additional support would be required to assist in the delivery of future reviews. This will help to ensure the resource impact is properly managed and also ensure the additional work does not detract from the delivery of the Council's core business.

### **Proposed Member Group**

15. Members will recall that in order to support delivery of the Community Governance Review of Edwalton Cabinet approved the establishment of a cross party Member Group. In order to maintain a pragmatic approach and make best use of resources it is proposed that the Terms of Reference for the Group be extended in order for the Group to support the delivery of the review of Shelford and Newton. The Group comprises nine Members with each party being represented. Proposed revised Terms of Reference for the Member Group are attached as **Appendix 4**.



16. It is intended that the Member Group will be required to meet on two occasions. The first meeting of the Group will be to consider the submissions received as part of the first round of consultation undertaken in October and November and to develop proposals as to the way forward. It is anticipated that this would be the same meeting at which the Member Group will consider the final recommendations for the review of Edwalton, scheduled for early January. The Member Group will then report these proposals for Shelford and Newton to Cabinet for their consideration and endorsement.
17. Following this stage it is then proposed that there be further consultation undertaken on the proposals endorsed by Cabinet. This will take place between February and April 2014. At the end of this second round of consultation the Member Group will meet again to consider the responses and make its final recommendations to Cabinet in June 2014. Cabinet will consider the Member Group's recommendations and endorse these, or if necessary offer an alternative recommendation to Council. Cabinet's recommendations to Council will be considered at the Council meeting in June 2014. If required any subsequent Community Governance Order would be organised following that Council meeting.
18. **Appendix 3** of the report sets out a more detailed proposed timescale for the review including details of the consultation periods, consideration of the responses by the Member Group and also the anticipated dates for reports to Cabinet and ultimately Council.

#### **When does the review start and how will the Council consult on the proposal?**

19. Publication of the Terms of Reference formally begins the review, and the review must be completed within twelve months. As indicated it is anticipated that a final decision on whether to establish a parish council would be taken at a meeting of Full Council in June 2014. If agreed, this would enable any new parish council to be set up in time for the parish elections in 2015, if this was the Council's recommendation. The proposed Terms of Reference are set out in **Appendix 2**.
20. Under the legislation the Council has to consult local government electors for the area under review and any other person or body who appears to have an interest in the review. All comments received by the Council should be taken into account when developing the proposals.
21. It is proposed that the Council will consult in a number of ways. During stage one all electors in the area contained in the map submitted with the petition will be consulted directly by way of a letter and a questionnaire to complete and return. At this stage it is anticipated that other interested parties such as local businesses and community groups will also be consulted in the same way. It is also proposed that the consultation will be open to anyone who has an interest, ie all residents of the Borough indirectly via a survey on the Council's website.
22. The following table sets out the proposed consultation and the times when this will be undertaken:

<b>Activity</b>	<b>Purpose</b>	<b>Timescale</b>
Publicity on the Council's website	<ul style="list-style-type: none"> <li>• Raise awareness</li> <li>• People will be able to respond to consultation online</li> </ul>	From 30 September 2013
Press releases	<ul style="list-style-type: none"> <li>• Raise awareness</li> </ul>	From 30 September 2013
Article in Rushcliffe Reports	<ul style="list-style-type: none"> <li>• Raise awareness</li> </ul>	Winter edition
Letter and leaflet with reply slip to each household within area marked on the map from petitioner (385 households)	<ul style="list-style-type: none"> <li>• Raise awareness</li> <li>• Enable responses</li> </ul>	w/b 30 September 2013
Letter and leaflet with reply slip to local groups in Shelford and Newton eg churches, community groups	<ul style="list-style-type: none"> <li>• Raise awareness</li> <li>• Enable responses</li> </ul>	w/b 30 September 2013
Letter and leaflet with reply slip to local businesses	<ul style="list-style-type: none"> <li>• Raise awareness</li> <li>• Enable responses</li> </ul>	w/b 30 September 2013
Letter to local councillors and political groups	<ul style="list-style-type: none"> <li>• Raise awareness</li> <li>• Enable responses</li> </ul>	w/b 30 September 2013

23. Under the legislation the Council is required to publish their recommendations arising from the review. It is intended that the findings of the consultation and the draft and final proposals will be available on the Council's website at the appropriate time following the analysis and the meetings of the Member Group.

#### **Other issues for consideration**

24. As part of the consideration of the submissions it will be necessary for the Council to be mindful of the follow issues:-
- Is there sufficient support for the parish to be divided and two parishes to be established in Shelford and Newton
  - Would two parishes in Shelford and Newton provide convenient and effective governance
  - If so, should one or two parish councils be established
  - How many parish councillors in each parish council
  - Would a parish meeting be more appropriate as an alternative form of parish governance. Where there are between 150 and 1000 electors it is for the Borough Council to decide whether or not the parish should have a council;
    - a parish meeting (or neighbourhood, community or village meeting) consists of local government electors for the parish. The meeting elects a parish chairman at the annual parish meeting. It must hold an annual meeting and at least one other meeting throughout the year. Some of the resolutions of a parish meeting are legally binding

but others are persuasive only.

25. If, following consultation and delivery of the Community Governance Review the Council is minded to recommend and agrees to replacing the existing Shelford and Newton Parish Council and forming two separate parish councils a Reorganisation of Community Governance Order will need to be adopted by Council. This is a requirement of Part 4 of the Local Government and Public Involvement in Health Act 2007.
26. The Reorganisation Order may cover consequential matters if relevant including:
  - the transfer and management or custody of property;
  - the setting of precepts for new parishes;
  - provision with respect to the transfer of any functions, property, rights and liabilities;
  - provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.
27. The electoral arrangements for any new parish council, if agreed, would come into effect at the next parish council elections in 2015.

### **Financial Comments**

It is recognised that there are potential additional costs associated with the establishment of a parish council. The level and detail of these costs are something that would be determined by the parish councils at the time a decision was made on their establishment. It will be the responsibility of the parish councils to determine the nature and level of their costs which will be linked to its activities and the level of support required to deliver both parish councils e.g. associated salaries, premises, and any assets that might be transferred to its possession.

Currently Shelford and Newton residents currently pay a parish precept of £41.68 per annum in addition to their Council Tax. The potential precept for any new parishes will be calculated based on the cost of the parish council and the transfer of any assets or services from the Borough Council to either parish council. It will not necessarily be the current parish precept redistributed on a pro rata basis. Therefore it could be a greater or lesser amount than at present.

The following table provides examples of other precepts within the Borough. The charge shown is the annual charge for Band D properties. There are 209 electors in Shelford and 430 electors in Newton (as at 1 July 2013). This information will be included in the Terms of Reference and the consultation material for the Community Governance Review in order that respondents are able to consider potential comparable costs.

<b>Parish</b>	<b>Parish size (Electorate)</b>	<b>Annual Precept</b>	<b>Weekly Precept</b>
Shelford & Newton	209 (Shelford) 430 (Newton)	£41.68	£0.80
Barton in Fabis	215	£27.94	£0.54
Kingston Upon Soar	226	£33.69	£0.65
Upper Broughton	241	£63.33	£1.22
Wysall	291	£41.73	£0.80
Flintham	471	£48.54	£0.93
Hickling	424	£28.06	£0.54
Willoughby	446	£25.14	£0.48
Langer cum Barnstone	770	£123.81	£2.38

**Section 17 Crime and Disorder Act**

None directly from this report.

**Diversity**



None directly from this report.

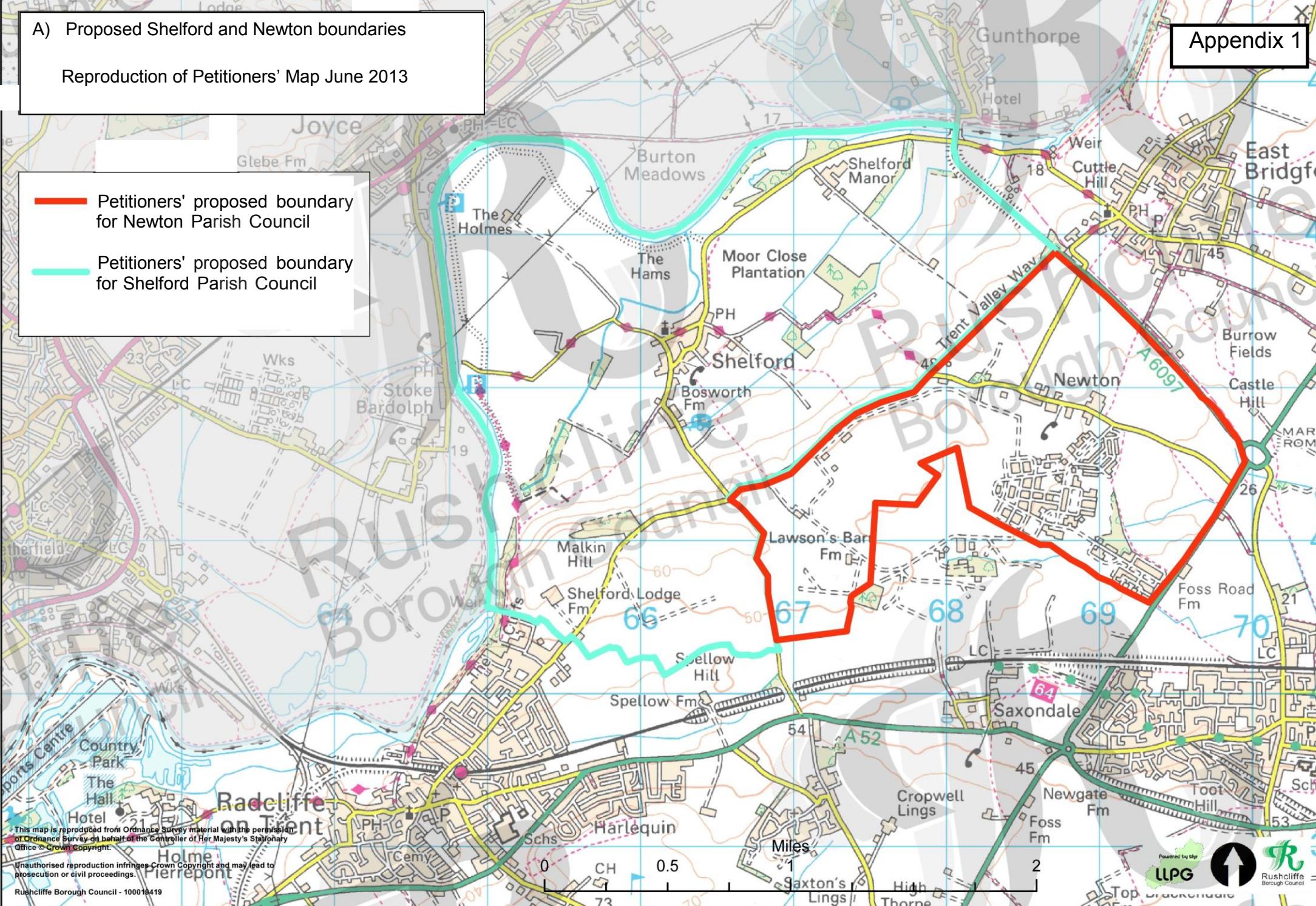
**Background Papers Available for Inspection: Nil**



A) Proposed Shelford and Newton boundaries

Reproduction of Petitioners' Map June 2013

-  Petitioners' proposed boundary for Newton Parish Council
-  Petitioners' proposed boundary for Shelford Parish Council






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**B) Proposed Shelford and Newton Parish Boundaries with Trent Ward**

Based on Reproduction of Petitioners' Map June 2013

-  Petitioners' proposed boundary for Newton Parish Council
-  Petitioners' proposed boundary for Shelford Parish Council
-  Trent Ward (existing)

**This area is part of the Radcliffe on Trent Parish Council**

**Area not included in petitioner's proposal for either Shelford or Newton Parish Councils (is within the current parish boundary)**

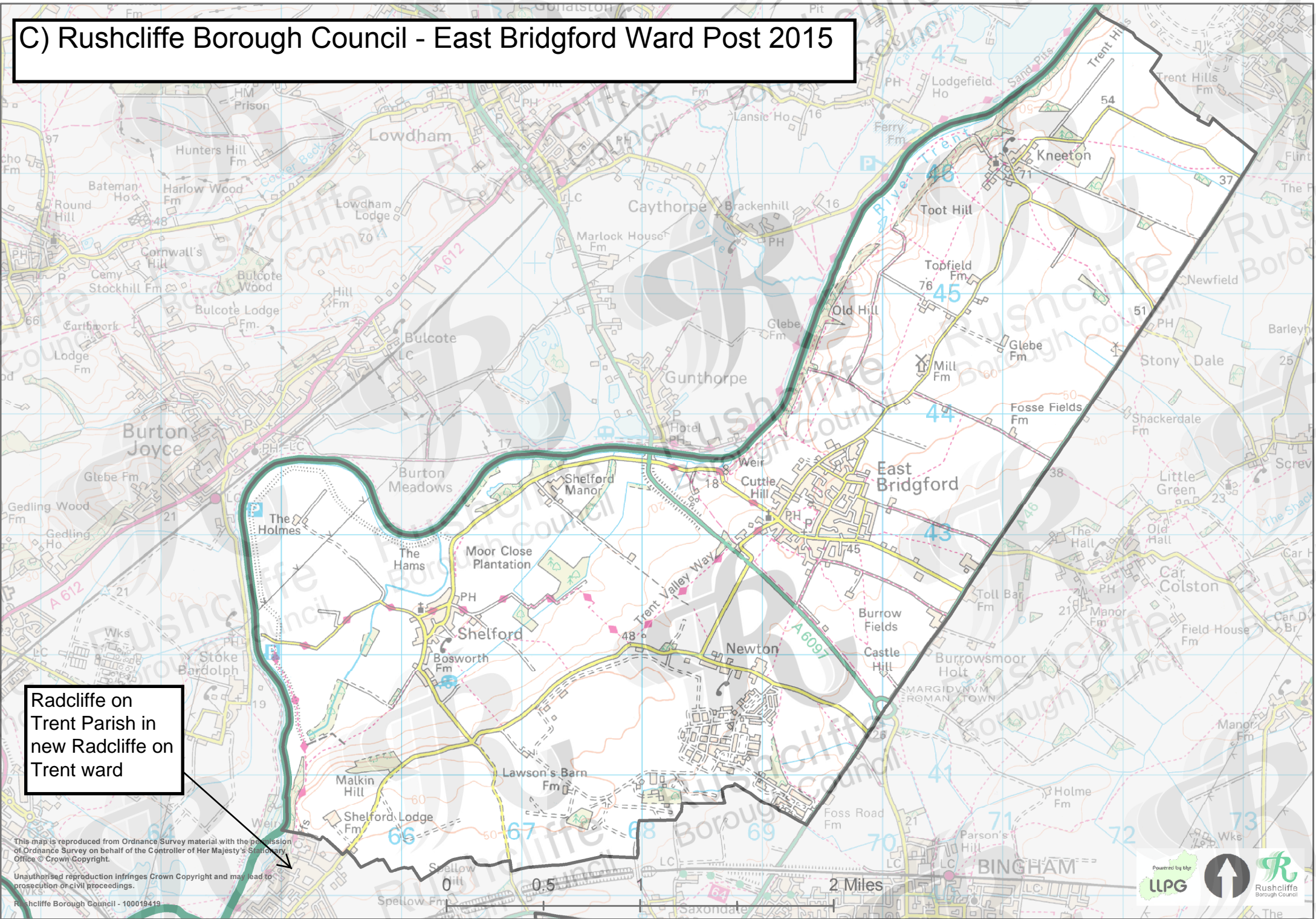
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# C) Rushcliffe Borough Council - East Bridgford Ward Post 2015



Radcliffe on Trent Parish in new Radcliffe on Trent ward

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## RUSHCLIFFE BOROUGH COUNCIL

### COMMUNITY GOVERNANCE REVIEW OF SHELFORD AND NEWTON

#### TERMS OF REFERENCE

##### Introduction

Rushcliffe Borough Council is carrying out a Community Governance Review in the Shelford and Newton Parish in accordance with Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007.

The Council is required to have regard for the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government. This guidance has been considered in drawing up these terms of reference.

##### Why are we carrying out a Community Governance Review in Shelford and Newton?

Rushcliffe Borough Council has received a valid petition asking for the formation of two separate parish councils for Shelford and Newton to replace the existing combined parish council. The petition contained 347 signatures from people indicating they were electors of the Shelford and Newton Parish. At that time Shelford and Newton Parish had 624 local electors (based on the 1 April 2013 Electoral Register). Following checking of the petition it was established that it contained 298 valid signatures for the purposes of a Community Governance Review.

The petition is for the proposal to form two separate parish councils with the wording as set out below:

*“Shelford and Newton Parish Council hereby petition Rushcliffe Borough Council to undertake a community governance review in order to permit the cessation of the existing parish council and in its place to create a separate parish council for both Shelford and Newton”.*

A reproduction of the map of the area submitted with the petition is shown at the end of this document.

##### What is a Community Governance Review?

The Community Governance Review is the process used to consider whether the existing parish council should be replaced with two separate parish councils. There are a number of options with regards the outcome of the review depending on the results of the consultation. The review could recommend to Council that:

- there should be no change to the existing arrangements
- the existing parish should be replaced with two separate parishes



- a parish council should be established for one or both of the new parishes, and if so, the boundary, names, and the electoral arrangements for each, ie how many councillors on each and the election cycle
- an 'alternative style' for one or both of the areas should be established, eg. parish, neighbourhood, community or village meeting.

The recommendations made in a community governance review have two main objectives:

- to improve community engagement and better local democracy;
- more effective and convenient delivery of local services.

The review must ensure that community governance within the area under review reflects the identities and interests of the community in that area, and is effective and convenient. It must also take into account any existing arrangements such as community or residents associations or neighbourhood councils.

There are two stages to the review: the first stage will gather opinions on whether Shelford and Newton should be divided into two separate parishes for the area; the second stage will be the Council's recommendations on the way forward which the public will be able to comment on.

### **Who carries out the Review?**

The Borough Council is responsible for conducting the review. A decision on whether or not to form two separate parish councils for Shelford and Newton to replace the existing combined parish council will be taken by Rushcliffe Borough Councillors at a meeting of Full Council in June 2014.

A full consultation process will form part of the Review to take full account of the views of local people.

### **How to submit your views**

You can submit your views on line at [www.rushcliffe.gov.uk/shelfordandnewton](http://www.rushcliffe.gov.uk/shelfordandnewton) or by writing to:

Democratic Services Manager  
Rushcliffe Borough Council  
Civic Centre  
Pavilion Road  
West Bridgford  
Nottingham, NG2 5FE

### **A timetable for the Review**

Publication of this Terms of Reference formally begins the review, and the review must be completed within twelve months.

Action	Timescale
Terms of Reference presented to Full Council	26 September 2013
Publish terms of reference	30 September 2013
Deadline for submissions	29 November 2013
Prepare draft proposals	2 December 2013– 14 February 2014
Consultation on draft proposals	17 February – 11 April 2014
Deadline for submissions	11 April 2014
Prepare final proposals	14 April – 9 May 2014
Publish final proposals	Mid June 2014
Report to Council	June 2014
If required: Organisation of Community Governance Order	Following Council decision in June 2014

### What area is being reviewed?

The area being reviewed is the area on which the petition was based. This is primarily the current parish of Shelford and Newton however it does not include part of the land on the airfield south east of Lawson's Barn Farm. This has been marked on the map as Saxondale Parish. In proposing any parish arrangement for Shelford and Newton the Council is not bound by the area referred to in the petition. The Council could seek to ensure that any proposed parish boundaries were the same as ward boundaries. In doing this the Council would have regard to the new East Bridgford Ward boundary which will come into effect in May 2015.

As part of the review the Council has to provide the number of electors in the area. If the Council recommends that a parish council should be set up this information will be used to decide on the electoral arrangements, eg how many councillors on each parish council.

The Council has used the Register of Electors of 1 July 2013 in providing the existing ward electorate figures. These are:

	Current number of electors	Estimated electorate in 2018
Shelford	209	223
Newton	430	638

### Will there be any additional cost to residents in Shelford and Newton?

It is recognised that there are potential additional costs associated with the establishment of a parish council. The level and detail of these costs are something that would be determined by each parish council at the time a decision was made on its establishment. It will be the responsibility of each parish council to determine the nature and level of its costs which will be linked to its activities and the level of support required to deliver these e.g. associated salaries, premises, and any assets that might be transferred to its possession.

Currently Shelford and Newton residents currently pay a parish precept of £41.68 per annum in addition to their Council Tax. The potential precept for any new parishes will be calculated based on the cost of the parish council and the transfer of any assets or services from the Borough Council to either parish council. It will not necessarily be the current parish precept redistributed on a pro rata basis. Therefore it could be a greater or lesser amount than at present.

The following table provides examples of other precepts within the Borough. The charge shown is for the annual charge for band D properties. There are 209 electors in Shelford Parish Ward and 430 electors in Newton Parish Ward (as at 1 July 2013). Comparable parish precepts are set out below:

<b>Parish</b>	<b>Parish size (Electorate)</b>	<b>Annual Precept</b>	<b>Weekly Precept</b>
Shelford & Newton	209 (Shelford) 430 (Newton)	£41.68	£0.80
Barton in Fabis	215	£27.94	£0.54
Kingston Upon Soar	226	£33.69	£0.65
Upper Broughton	241	£63.33	£1.22
Wysall & Thorpe in the Glebe	291	£41.73	£0.80
Flintham	471	£48.54	£0.93
Hickling	424	£28.06	£0.54
Willoughby	446	£25.14	£0.48
Langer cum Barnsone	770	£123.81	£2.38

#### **When will the review begin?**

The review will begin on 30 September 2013.

## Proposed timetable

Action	When
Terms of Reference presented to Full Council	26 September 2013
Publish Terms of Reference and begin consultation	30 September 2013
Deadline for submissions	29 November 2013
Analyse submissions and prepare draft proposals for consideration	25 November 2013 – 6 January 2014
Meeting of Member Group to review submissions and recommend a way forward	w/b 13 January 2013
Report to Cabinet to consider and endorse Member Group proposals	11 February 2014
Consultation on draft proposals	17 February – 11 April 2014
Deadline for submissions	11 April 2014
Prepare final proposals	14 April – 9 May 2014
Member Group to make final recommendation	w/b 13 May 2014
Report to Cabinet to consider and endorse Member Group proposals	June 2014
Publish final proposals	Mid June 2014
Report to Council with final recommendations	June 2014
Organisation of Community Governance Order (if required)	After Council

**Member Group Revised Terms of Reference**

**Membership**

9 Members cross party: 6 Conservative, 1 Liberal Democrat, 1 Labour, 1 Green

**Terms of Reference**

- a) To consider the submissions received as part of the first round of consultation for the Community Governance Reviews ;
- b) To develop proposals as to the way forward for further public consultation for consideration by Cabinet;
- c) To consider the responses of the second round of consultation for the Community Governance Reviews;
- d) To make final recommendations to Cabinet for endorsement, and referral to Council.