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**Our reference:**  
**Your reference:**  
**Date:** 12 June 2013

To all Members of the Council

Dear Councillor

A meeting of the RUSHCLIFFE BOROUGH COUNCIL will be held on Thursday 20 June 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**

Opening Prayer

1. Apologies for absence
2. Declarations of Interest
3. Signing of the Community Covenant on behalf of the Armed Forces
4. Minutes

To receive as a correct record the minutes of the Meeting of the Council held on Thursday 23 May 2013 (pages 1 - 4).

5. Mayor's Announcements
6. Leader's Announcements
7. Chief Executive's Announcements
8. Community Governance Review - Edwalton

The report of the Executive Manager - Operations and Corporate Governance is attached (pages 5 - 18).

9. Local Government Boundary Commission Review – Implications for Rushcliffe

The report of the Executive Manager - Operations and Corporate Governance is attached (pages 19 – 21).

10. To answer questions under Standing Order 11(2).

<b>Meeting Room Guidance</b>
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**MINUTES  
OF THE MEETING OF THE  
COUNCIL  
THURSDAY 23 MAY 2013**

Held at 7.00 pm in the Council Chamber, Civic Centre, Pavilion Road, West Bridgford

**PRESENT:**

Councillor I I Korn - Mayor  
Councillor B Buschman – Deputy Mayor

Councillors L J Abbey, R A Adair, J R Bannister, D G Bell, Mrs D M Boote, S J Boote, N K Boughton-Smith, R L Butler, H A Chewings, J N Clarke, T Combellack, L B Cooper, J E Cottee, J A Cranswick, G Davidson, A M Dickinson, J E Greenwood, R Hetherington, R M Jones, K A Khan, N C Lawrence, E J Lungley, A MacInnes, Mrs M M Males, G R Mallender, S E Mallender, D J Mason, F J Mason, G S Moore, B A Nicholls, E A Plant, F A Purdue-Horan, S J Robinson, D V Smith, Mrs J A Smith, J A Stockwood, Mrs M Stockwood, B Tansley, J E Thurman, T Vennett-Smith and D G Wheeler

**OFFICERS PRESENT:**

A Graham	Chief Executive
K Marriott	Executive Manager - Transformation
D Mitchell	Executive Manager - Communities
V Nightingale	Senior Member Support Officer
L Reid-Jones	Democratic Services Manager
T Short	Apprentice
P Steed	Executive Manager – Finance and Commercial
D Swaine	Executive Manager - Operations and Corporate Governance

**APOLOGIES FOR ABSENCE:**

Councillors Mrs S P Bailey, N A Brown, J E Fearon, M G Hemsley, Mrs J M Marshall, P Smith and H Tipton

**OPENING PRAYER**

The Meeting was led in prayer by the Mayor's Chaplain.

**1. Declarations of Interest**

There were none declared.

**2. Minutes**

The minutes of the meeting held on Thursday 7 March 2013 were received as a correct record and signed by the Mayor following an amendment. Minute 57a - Notice of Motion in respect of the Council's decision to convert part of its

loan to Nottinghamshire County Cricket Club – was amended to read that the motion was lost and not carried as stated.

### 3. **Address of the Retiring Mayor**

The Retiring Mayor, Councillor Korn, addressed the Council giving the highlights of the 130 engagements he had undertaken during his year of office. In particular the Mayor spoke of the event for the Queen's Diamond Jubilee when he had met the Queen, the Olympics and one of his final engagements at Colston Bassett Dairy, where he had met Princess Anne. The Mayor announced that he had raised £14,800 for his charity, the cardiac department at Nottingham Hospital's Trust, which had exceeded his original target. He thanked those who had supported his charity events, and those who had supported him during his time as Mayor, particular the Deputy Mayor, the Mayor's Secretary, the driver and his Chaplain. He concluded by saying that his year as the Mayor had been a wonderful experience.

### 4. **Vote of Thanks to the Retiring Mayor**

Councillor Clarke proposed a vote of thanks to Councillor Korn for his successful year in office as the Mayor. He said that Councillor Korn had been the funniest Mayor he had known and that his sense of humour had been invaluable. Councillor Clarke stated that Councillor Korn had conducted the Council meetings calmly and quietly but firmly. He referred to the engagements carried out by the Mayor and Mayoress, in particular attending the two royal events and the Hickling Scarecrow weekend. He added that Councillor Korn had been a great ambassador for the Borough of Rushcliffe and that he should be proud of his year in office.

Councillor Clarke then presented Councillor Korn with his Past Mayor's Badge, an album of photographs from his year, and a photographic portrait.

The other Group Leaders and Councillor S Mallender endorsed the remarks of Councillor Clarke, and thanked the Retiring Mayor for his great work and enthusiasm during his term of office and his fairness at Council meetings. They also thanked the Mayoress for her role in achieving such a large sum of money for their charity. Councillor Vennett-Smith was pleased to note that for the first time the Mayor's chaplain had been a rabbi. He also thanked the Mayor for his kindness during the year.

#### **RESOLVED that:**

A vote of thanks be accorded to Councillor Korn and Mrs Korn for the excellent manner in which they had carried out their duties during Councillor Korn's year of office as Mayor of the Borough of Rushcliffe.

### 5. **Election of Mayor 2013/14**

Nominations were invited for the election of Mayor of the Borough of Rushcliffe for the 2013/14 municipal year.

It was proposed by Councillor Wheeler and seconded by Councillor Cooper that Councillor Buschman be nominated for the Office of Mayor of the Borough for the year 2013/14.

**RESOLVED that:**

Councillor Brian Buschman be elected Mayor of the Borough of Rushcliffe for the 2013/14 municipal year.

Councillor Buschman read and signed the declaration of acceptance of office and after thanking his proposer, seconder and Members, took the Chair and was invested with the Chain of Office by the Retiring Mayor. The Mayor announced his chosen charity for the year, that being the Tree of Life, at the Hayward House hospice.

**6. Election of Deputy Mayor 2013/14**

Nominations were invited for the election of Deputy Mayor of the Borough of Rushcliffe for the 2013/14 municipal year.

It was proposed by Councillor Cranswick and seconded by Councillor Mrs Males that Councillor Hetherington be nominated for the Office of Deputy Mayor of the Borough for the year 2013/14.

**RESOLVED that:**

Councillor Ron Hetherington be appointed Deputy Mayor of the Borough of Rushcliffe for the 2013/14 Municipal Year.

Councillor Hetherington read and signed the declaration of acceptance of office and after thanking his proposer, seconder and Members, was invested with his Chain of Office by the Mayor.

**7. Leader's Announcements**

Councillor Clarke informed Members of the changes he had made to his Cabinet and their portfolios.

**8. Appointment of Committees and Member Groups 2013/14**

It was proposed by Councillor Clarke and seconded by Councillor Cranswick that the Membership of the following Committees, Member Groups and Working Groups with Chairmen and Vice Chairmen as set out in the appendix be appointed for 2013/14.

- Community Development Group
- Corporate Governance Group
- Partnership Delivery Group
- Performance Management Board
- Alcohol and Entertainment Licensing Committee
- Development Control Committee

- Employment Appeals Committee
- Interviewing Committee
- Licensing Committee
- Standards Committee
- Local Development Framework Group
- Member Development Group
- Civic Hospitality Panel

**RESOLVED that:**

the Committees and Member Groups set out in the Appendix be appointed to for 2013/14 with the membership as indicated.

**9. Appointment of Representatives to Outside Bodies 2013/14**

It was proposed by Councillor Clarke and seconded by Councillor Cranswick that the representatives be appointed to the Outside Bodies as set out in the appendix to the report, excluding the two contested appointments to the Rushcliffe Community and Voluntary Service and the Trent Valley Internal Drainage Board. The two contested appointments were put to the vote.

**RESOLVED that:**

- a) the appointments to Outside Bodies for 2013/14, excluding the contested appointments, as indicated in the appendix to the report, be approved, and
- b) For the contested appointments Members be appointed to the outside bodies as follows:
  - (i) Rushcliffe Community and Voluntary Service - Councillor Cooper
  - (ii) Trent Valley Internal Drainage Board – Councillors Cranswick, Hetherington, Lawrence and P Smith.

The meeting closed at 7.50 pm.

MAYOR

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

### Summary

In September 2012 Council received a petition from residents of Edwalton requesting the establishment of a parish council. Progressing this petition was deferred until completion of the Borough wide electoral review, undertaken by the Local Government Boundary Commission for the England. The electoral review has now concluded and the Council is required to carry out a Community Governance Review in the Edwalton Village Borough Ward 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 addressed and seeks approval for the terms of reference for the Community Governance Review in order that the process can commence.

Cabinet considered the process and terms of reference at its meeting on 11 June 2013 and agreed the establishment of a cross party Member Group as set out in paragraphs 14 – 17 of this report. Cabinet also agreed to refer the terms of reference for the Community Governance Review to Council for approval, along with the terms of reference for the Member Group.

### Recommendations

Council 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) approve the terms of reference for the Community Governance Review (appendix 2) in order that the process can commence in line with the proposed timetable (appendix 3);
- c) endorse Cabinet's decision to establish a cross party Member Group to consider the Council's position in response to the consultation to be undertaken as part of the review;
- d) approve the Member Group terms of reference (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 requesting the establishment of a parish council.

2. At the Council meeting in September 2012 a petition was submitted asking for a parish council to be set up in Edwalton Village Ward. The petition contained 515 signatures from people indicating they were electors of the Edwalton Village Ward. At that time Edwalton Village Ward had 3,145 local electors (based on the 1 July 2012 Electoral Register). For a petition of this type to be valid it must be signed by 10% of local electors in an area with more than 2,500 local electors. Following checking of the petition it was established that it contained 441 valid signatures equating to 14% of the electorate. Consequently the petition was determined as valid for the purposes of the Community Governance Review.
3. The petition was for the proposal to establish a parish council in Edwalton, with the wording as set out below:

*“Edwalton Parish Council – A voice for our community*

*A strong Parish Council provides the voice that we residents need to enable us to take more responsibility for our own affairs here in Edwalton.*

*We believe it is unlikely that its creation would result in more cost to residents.*

*If you agree that we need a Parish Council in Edwalton please sign the petition attached to this notice”.*

4. A map of the proposed parish area was submitted with the petition and is attached as appendix 1. It should be noted that the proposed area covers the current Edwalton Village Ward and also takes in part of Musters, Gamston and Tollerton Wards. As such it is not co-terminus with the existing Edwalton Village Ward boundary or that of the ward boundary which will come into effect in May 2015 following the Local Government Boundary Commission Review.
5. A Community Governance Review of Edwalton is now required 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 attached terms of reference (appendix 2).

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

6. The review is the process used to consider whether a parish council for Edwalton should be created. It is anticipated that the review will recommend to Council whether to establish such a parish council, and if so, the boundary, name and style, and the electoral arrangements, ie how many councillors and the election cycle.
7. 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.
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 Borough's Edwalton Village Ward, however it also takes in small parts of Musters, Gamston and Tollerton Wards. In proposing any parish arrangement for Edwalton 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 Edwalton 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) Map of petition area submitted with the petition;
  - b) Map of existing Edwalton Village Borough Ward;
  - c) Map of Edwalton Village Borough Ward from May 2015.
10. 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 a parish council should be set up, eg how many councillors on the parish council. The Council has used the Register of Electors of 1 June 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?

11. There are two main stages to the review: the first stage will require a period of consultation to gather opinions on whether a parish council should be established in Edwalton; 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.
12. A summary of the key stages of the review, including the consultation proposed, is set out below.

<b>Action</b>	<b>Timescale</b>
Agree terms of reference at Full Council	20 June 2013
Publish terms of reference	24 June 2013
Undertake consultation on the proposal to establish a parish council	24 June - 16 August 2013
Analyse and appraise results of consultation and develop proposals depending on outcome of consultation (including meeting of Member Group and report to Cabinet)	19 August - 18 October 2013

Action	Timescale
Publish proposals for further consultation	21 October - 13 December 2013
Analyse responses to published proposals and draft final recommendations	16 December 2013 – mid February 2014
Council considers recommendations for final approval	6 March 2014
<b><u>If required:</u></b> Organisation of Community Governance Order	Following on from Council
<b><u>If agreed:</u></b> Establishment of new Parish Council	May 2015

13. In this case it is proposed that the review will be supported by Council officers. However as is clear from this report there is a resource implication when undertaking such reviews. In view of this should any further requests of this type be submitted to the Council it may be necessary to determine if any 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 delivery of the Council's core business.

### Member Group

14. In order to support the delivery of the review Cabinet agreed, at its meeting on 11 June 2013, to establish a cross party Member Group. As with other such Member Groups it is proposed this will comprise nine Members and it will be of cross party composition. The terms of reference for the Member Group as endorsed by Cabinet are attached as appendix 4.
15. 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 July and August and to develop proposals as to the way forward. The Member Group will then report these proposals to Cabinet for them to consider and endorse.
16. Following this stage it is then proposed that there be further consultation undertaken on the proposals endorsed by Cabinet. This will take place between October and December. 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 February 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 March 2014. If required any subsequent Community Governance Order would be organised following that Council meeting.
17. 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?

18. Publication of the Terms of Reference formally begins the review, and the review must be completed within twelve months. As indicated it is expected that a final decision on whether to establish a parish council would be taken at a meeting of Full Council in March 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.
19. 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.
20. 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.
21. 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 24 June 2013
Press releases	<ul style="list-style-type: none"> <li>• Raise awareness</li> </ul>	From 24 June 2013
Article in Rushcliffe Reports	<ul style="list-style-type: none"> <li>• Raise awareness</li> </ul>	Summer edition
Letter and leaflet with questionnaire to each household within area marked on the map from petitioner	<ul style="list-style-type: none"> <li>• Raise awareness</li> <li>• Enable responses</li> </ul>	w/b 24 June 2013
Letter and leaflet with questionnaire to local groups in Edwalton, eg churches, community groups	<ul style="list-style-type: none"> <li>• Raise awareness</li> <li>• Enable responses</li> </ul>	w/b 24 June 2013
Letter and leaflet with questionnaire to local businesses	<ul style="list-style-type: none"> <li>• Raise awareness</li> <li>• Enable responses</li> </ul>	w/b 24 June 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 24 June 2013
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22. 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

23. 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 a parish council in Edwalton
  - Would a parish council in Edwalton provide convenient and effective governance
  - If so, should a parish council be established
  - How many parish councillors
  - Should the parish be warded.
24. If, following consultation and delivery of the Community Governance Review the Council is minded to recommend and agrees to a parish council in Edwalton 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.
25. 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.
26. The electoral arrangements for any new parish council, if agreed, would come into force 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 council at the time a decision was made on its establishment. It will be the responsibility of the 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.

As indicated part of the costs would be dependent on the transfer of any assets or services from the Borough Council to the parish council. Currently West Bridgford

residents (including Edwalton) pay a special expense element in their Council Tax which is similar to a parish precept. The following table provides examples of other precepts within the Borough. The charge shown is for the annual charge for band D properties and is in addition to the council tax. There are 3,175 electors in Edwalton Village (as at 1 June 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>
Bingham	7,343	£72.23	£1.39
Cropwell Bishop	1,473	£130.45	£2.50
East Leake	5,154	£64.35	£1.23
Radcliffe on Trent	6,628	£84.62	£1.62
Sutton Bonington	1,731	£36.24	£0.70
Tollerton	1,533	£33.82	£0.65
West Bridgford Special Expenses	29,438	£54.68	£1.05

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

None directly from this report.

#### **Diversity**

None directly from this report.





#### **Background Papers Available for Inspection:**

Community Governance Review – Edwalton: Report to Cabinet 11 June 2013

Map Submitted with Petition

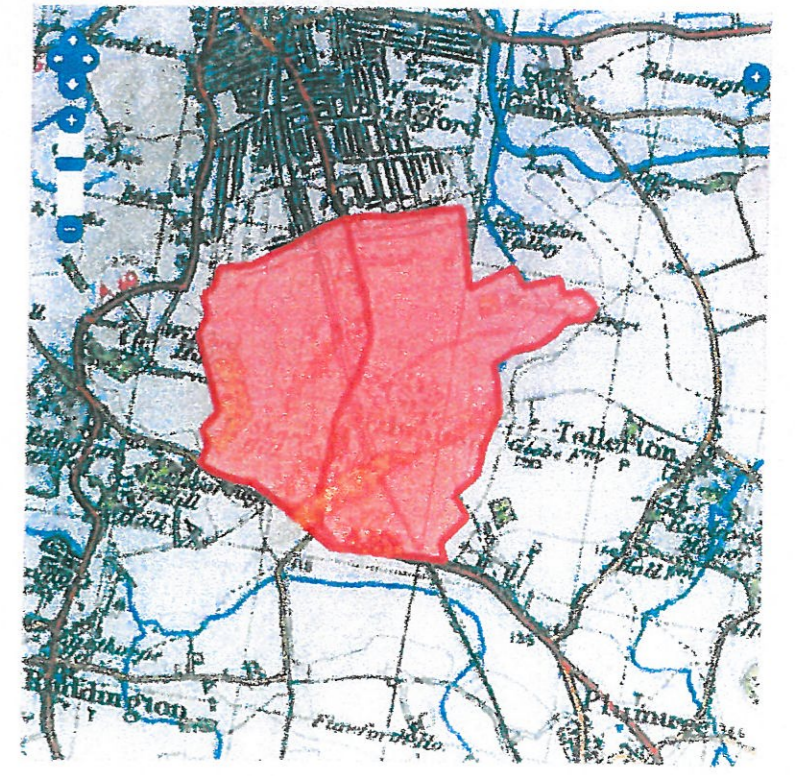
# Edwalton Parish (Village) Council Boundaries 6<sup>th</sup> January 2012.

## Key

-  Green Areas
-  Community Points
-  Roads in Edwalton Electoral Register
-  Current Edwalton Boundaries



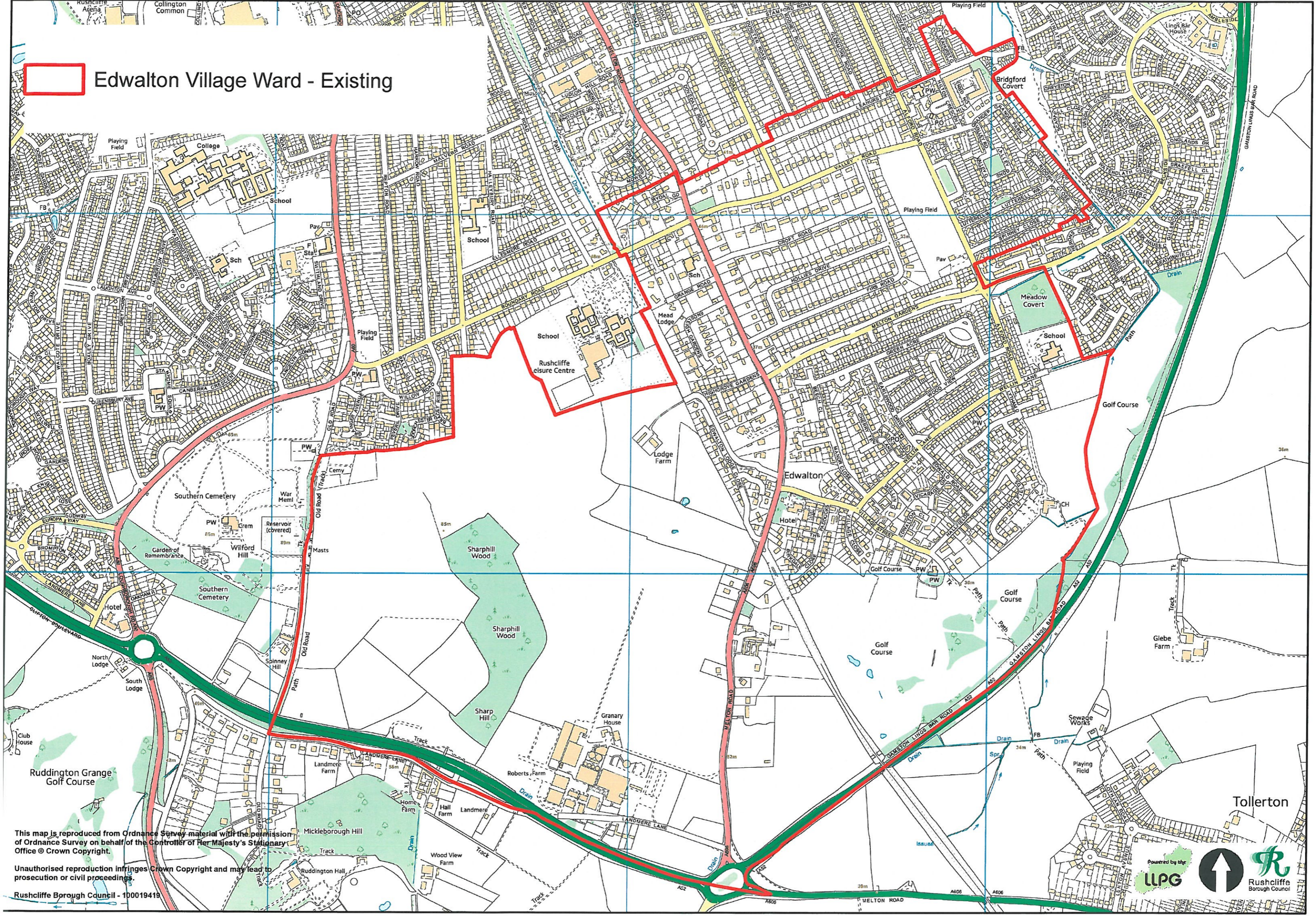
Boundary Map of Edwalton CP/Ch



4  
34



# Edwalton Village Ward - Existing



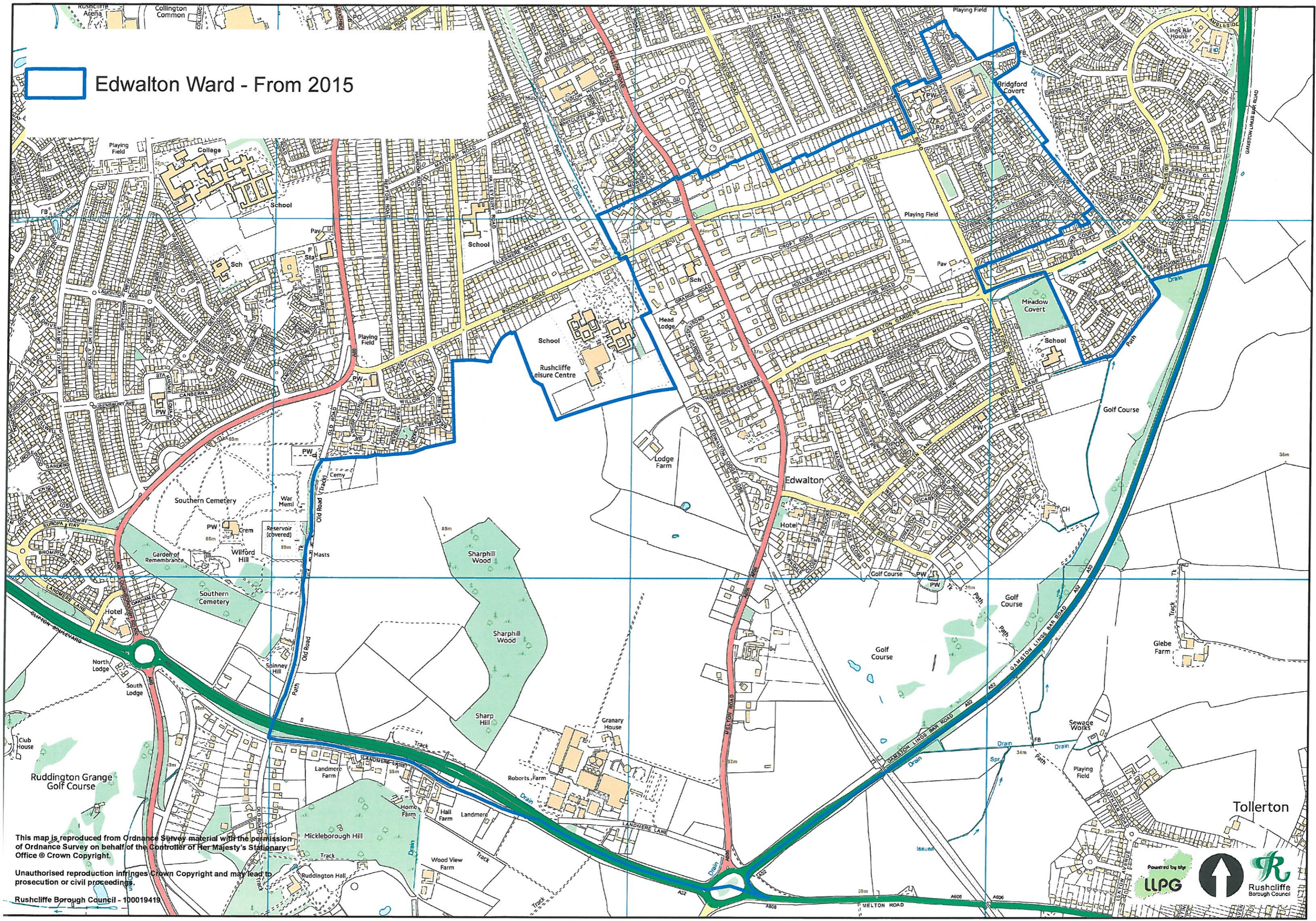
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Rushcliffe Borough Council - 100019419



 Edwalton Ward - From 2015



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## RUSHCLIFFE BOROUGH COUNCIL

### COMMUNITY GOVERNANCE REVIEW OF EDWALTON

#### TERMS OF REFERENCE

##### **Introduction**

Rushcliffe Borough Council is carrying out a Community Governance Review in the Edwalton Village Ward 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 Edwalton?**

Rushcliffe Borough Council has received a valid petition asking for a parish council to be set up in Edwalton Village Ward. The petition was signed by 515 people from the Edwalton Village Ward. Following checking of the petition it was established that it contained 441 valid signatures and was presented to Council on 27 September 2012.

The petition was for the proposal to establish a parish council in Edwalton with the wording as set out below:

*“Edwalton Parish Council – A voice for our community*

*A strong Parish Council provides the voice that we residents need to enable us to take more responsibility for our own affairs here in Edwalton.*

*We believe it is unlikely that its creation would result in more cost to residents.*

*If you agree that we need a Parish Council in Edwalton please sign the petition attached to this notice”.*

A map of the area submitted with the petition is shown in appendix 1.

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

The review is the process used to consider whether a parish council for Edwalton should be created. It will recommend to Council whether to establish such a parish council, and if so, the boundary, name and style, and the electoral arrangements, ie how many councillors and the election cycle.

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 a parish council should be established in Edwalton; 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 establish a parish council in Edwalton will be taken by Rushcliffe Borough Councillors at a meeting of Full Council in March 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/edwalton](http://www.rushcliffe.gov.uk/edwalton) 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.

<b>Action</b>	<b>Timescale</b>
Terms of Reference presented to Full Council	20 June 2013
Publish terms of reference	24 June 2013
Deadline for submissions	16 August 2013
Prepare draft proposals	19 August – 18 October 2013
Consultation on draft proposals	21 October – 13 December 2013
Deadline for submissions	13 December 2013

Action	Timescale
Prepare final proposals	16 December 2013 – mid February 2014
Publish final proposals	Mid February 2014
Report to Council	6 March 2014
If required: Organisation of Community Governance Order	Following Council decision on 6 March 2014

### What area is being reviewed?

The area being reviewed is the area on which the petition was based. This is primarily the current Edwalton Village Ward, however it also takes in part of Musters, Gamston and Tollerton wards. It is likely that in proposing any parish arrangement for Edwalton the Council would look to ensure that boundaries were the same as ward boundaries. In doing this the Council would consider the new Edwalton Ward boundary which will come into effect in May 2015. The maps of the areas are attached.

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 a parish council.

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

	Current number of electors	Estimated electorate in 2018
Edwalton (H1 & H2)	3,175	4,624

### Will there be any additional cost to residents in establishing a parish council in Edwalton?

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 council at the time a decision was made on its establishment. It will be the responsibility of the 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.

As indicated part of the costs would be dependent on the transfer of any assets or services from the Borough Council to the parish council. Currently West Bridgford residents (including Edwalton) pay a special expense element in their council tax which is similar to a parish precept. 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 3175 electors in Edwalton Village (as at 1 June 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.

Comparable parish precepts are set out below:

<b>Parish</b>	<b>Parish size (Electorate)</b>	<b>Annual Precept</b>	<b>Weekly Precept</b>
Bingham	7,330	£72.23	£1.39
Cropwell Bishop	1,475	£130.45	£2.50
East Leake	5,138	£64.35	£1.23
Radcliffe on Trent	6,621	£84.62	£1.62
Sutton Bonington	1,736	£36.24	£0.70
Tollerton	1,534	£33.82	£0.65
West Bridgford Special Expenses	29,438	£54.68	£1.05

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

The review will begin on 24 June 2013.

## Proposed timetable

Action	When
Terms of Reference presented to Full Council	20 June 2013
Publish terms of reference and begin consultation	24 June 2013
Deadline for submissions	16 August 2013
Analyse submissions and prepare draft proposals for consideration	19 August – 27 September 2013
Meeting of Member Group to review submissions and recommend a way forward	w/b 16 September 2013
Report to Cabinet to consider and endorse Member Group proposals	15 October 2013
Consultation on draft proposals	21 October – 13 December 2013
Deadline for submissions	13 December 2013
Prepare final proposals	16 December 2013 – 10 January 2014
Member Group to make final recommendation	w/b 14 January 2013
Report to Cabinet to consider and endorse Member Group proposals	11 February 2014
Publish final proposals	Mid February 2014
Report to Council with final recommendations	6 March 2014
Organisation of Community Governance Order (if required)	After Council

**Member Group Proposed Terms of Reference**

**Membership**

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

It is anticipated that the Group will meet twice: September 2013 and January 2014

**Terms of Reference**

- a) To consider the submissions received as part of the first round of consultation for the Community Governance Review of Edwalton;
- 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 Review of Edwalton;
- d) To make final recommendations to Cabinet for endorsement, and referral to Council.

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

### Summary

The Local Government Boundary Commission for England (LGBCE) commenced a review of Ward boundaries in Rushcliffe in January 2012. The Commission published its final report on 19 February 2013 which recommended a reduction in the number of Councillors to 44 across 25 wards. These proposals will be laid before Parliament and will come into effect at the Borough elections in May 2015.

This report summarises the implications of the Boundary Commission's report and sets out the key areas of work required in preparation for implementing the changes so that they are in place for the local elections of 2015.

Cabinet considered the report at its meeting on 11 June 2013 and agreed to refer the recommendations to Council for approval.

### Recommendations

Council is recommended to:

- a) consider and recognise the key areas of work required in order to implement the Local Boundary Commission for England's recommendations; and
- b) receive further reports in respect of these key work areas as and when necessary.

### Details

1. The LGBCE commenced work on a review of the ward boundaries in Rushcliffe in January 2012. This review began with a preliminary consultation exercise on Council size. Following this, an information gathering exercise was carried out between March and June 2012, whereby local residents and interested parties were invited to provide information on the new warding arrangements for the Authority.
2. In September 2012 the LGBCE published draft recommendations which proposed a reduction in the number of Councillors from 50 to 44, across 25 wards. A further consultation exercise was then undertaken by the Commission on these draft recommendations and its final report was published on 19 February 2013. Copies of this final report have previously been made available to all Councillors and it has also been available on the

Commission's website. The final report set out the recommendations which will be laid before Parliament and be effective from the Borough elections in May 2015. These final recommendations concluded that there should be 44 councillors across 25 Wards. The 44 councillors will represent 11 single-member wards, nine two-member wards and five three-member wards across the Borough.

### Implications for Rushcliffe

3. As a consequence of the review there are some key areas of work required in order to have the necessary arrangements in place for the 2015 local elections. These are:
  - Consideration of the impact upon existing Councillor positions as a consequence of the reduction in the numbers and determination of ways forward and options
  - If necessary, consideration of a review of the Members' Allowance Scheme by an Independent Remuneration Panel
  - The delivery of a Borough wide Polling District Review in order to implement the changes to Ward boundaries and ensure the correct allocation of polling districts and polling places.

Area	Key Steps
Consideration of the impact on Councillor positions as a consequence of reduced number	<ul style="list-style-type: none"> <li>• Evaluation and appraisal of key issues by Chief Executive in order to inform and assist discussions with Group Leaders – Summer 2013</li> <li>• Identification of potential ways forward and options for addressing the Councillor to position ratio – Summer/Autumn 2013</li> </ul>
Members' Allowance Scheme – potential review	<ul style="list-style-type: none"> <li>• Determination of requirements and potential options for review - Summer 2014</li> <li>• Potential review to be undertaken – Autumn 2014</li> <li>• Recommendations to Council - December 2014</li> </ul>
Polling District Review	<ul style="list-style-type: none"> <li>• Commence Spring 2014 following European Parliament Elections in May 2014</li> <li>• Undertake required consultation – Summer 2014</li> <li>• Submit final recommendations to Council – September 2014</li> </ul>

4. It is anticipated that these work streams will be supported by the Chief Executive and the Executive Manager - Operations and Corporate Governance, in consultation with Members.
5. It is evident that the implications of the review will require the prioritisation of resources in order to ensure all necessary work is completed for the local election of 2015. Due to the significant potential resource implications it may be necessary to consider if external support is needed. If this becomes the case then this will reported to Members as necessary dependant on the level and type of support required.



### **Financial Comments**

It is anticipated that existing staffing resources will be used to progress this work however it is important to recognise that there are a number of other work streams impacting on the capacity within Democratic Services, and if necessary additional resources may be required.

The reduction in Councillors could impact on the Members' Allowance Scheme and the cost associated with this as it is presently based on a number of 50 Councillors. This is a matter which would need to be considered further as part of any more detailed work on the scheme.

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

None arising from this report.

### **Diversity**

The LGBCE have indicated that the review's recommendations aim to reflect the evidence of community identities whilst ensuring good electoral equality. The Commission have also indicated that its report and recommendations were screened for impact on equalities giving regard to the general equalities duties set out in section 149 of the Equality Act 2010. Subsequently as no potential negative impacts were identified a full impact analysis is not required.

### **Background Papers Available for Inspection:**

Local Government Boundary Commission for England – New electoral arrangements for Rushcliffe Borough Council, February 2013

Local Government Boundary Commission Review - Implications for Rushcliffe:  
Report to Cabinet 11 June 2013