

Appendix 1 – Community Governance Review: Process and Indicative Timetable

The table below sets out the key stages of a Community Governance Review (CGR), the main actions required at each stage, and an indicative timetable if a review were to commence in late 2025.

Stage	Key Actions	Indicative Timing (if commenced late 2025)
Decision to Commence & Terms of Reference	- Resolution to conduct a CGR. - Draft and approve Terms of Reference (ToR), including scope, purpose, issues, area maps, and timetable. - Publish ToR (this formally starts the review).	Q4 2025 – Q1 2026
Information Gathering & Preparation	- Gather baseline electorate data (current and forecast over 5 years). - Collate community assets, services, and local identity evidence. - Identify existing representation and governance structures. - Establish cross-service project team (legal, electoral, comms, planning, GIS, finance, etc.). - Prepare budget and resources for consultation.	Q1–Q2 2026
Initial Consultation	Statutory duty to consult local electors, other councils, and interested bodies (businesses, residents' associations, voluntary groups, schools, health organisations, etc.). - Publicise widely and provide accessible methods of response. - Analyse submissions and identify key themes.	Q1–Q2 2026
Draft Recommendations	Formulate draft proposals, taking into account consultation responses, electorate data, and statutory criteria (effectiveness, convenience, community identity). - Decide whether to propose creating new parish/town councils, altering boundaries, or making no changes. Several different proposals can be put forward at draft recommendation stage.	Q3 2026

	- Include proposed electoral arrangements (councillor numbers, wards, election cycle). - Publish draft recommendations with supporting evidence.	
Second Consultation	- Undertake further statutory consultation on draft recommendations. - Allow longer period than first consultation. - Notify County Council. - Re-contact stakeholders who responded to the first consultation. - Collate and analyse feedback.	Q3–Q4 2026
Final Recommendations	- Prepare final report including electorate figures, governance options, consultation outcomes, and reasons for decisions. - Demonstrate compliance with guidance etc. - Publish final recommendations and notify interested parties. - Identify any related alterations.	Q4 2026
Reorganisation Order	- Council makes a Reorganisation Order to bring recommendations into effect. - Order must specify area, new governance structures, transitional provisions, and arrangements for assets, staff, and finances. - Effective from 1 April in year of next elections.	Q1 2027 (Order effective 1 April)
Implementation & Operation	- New parish/town councils assume responsibilities. - Precept set to fund activities. - First elections held - Interim arrangements possible (e.g. appointing principal councillors to oversee initial setup).	May 2027 elections