

### Appendix 3 – 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) |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>Decision to Commence &amp; Terms of Reference</b> | <ul style="list-style-type: none"><li>- Resolution to conduct a CGR.</li><li>- Draft and approve Terms of Reference (ToR), including scope, purpose, issues, area maps, and timetable.</li><li>- Publish ToR (this formally starts the review).</li></ul>                                                                                                                                                                                | Quarter 4 2025 – Quarter 1 2026            |
| <b>Information Gathering &amp; Preparation</b>       | <ul style="list-style-type: none"><li>- Gather baseline electorate data (current and forecast over 5 years).</li><li>- Collate community assets, services, and local identity evidence.</li><li>- Identify existing representation and governance structures.</li><li>- Establish cross-service project team (legal, electoral, comms, planning, GIS, finance, etc.).</li><li>- Prepare budget and resources for consultation.</li></ul> | Quarter 1– Quarter 2 2026                  |
| <b>Initial Consultation</b>                          | <p>Statutory duty to consult local electors, other councils, and interested bodies (businesses, residents' associations, voluntary groups, schools, health organisations, etc.).</p> <ul style="list-style-type: none"><li>- Publicise widely and provide accessible methods of response.</li><li>- Analyse submissions and identify key themes.</li></ul>                                                                               | Quarter 2 2026                             |
| <b>Draft Recommendations</b>                         | <p>Formulate draft proposals, taking into account consultation responses, electorate data, and statutory criteria (effectiveness, convenience, community identity).</p> <ul style="list-style-type: none"><li>- 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.</li></ul>                          | Quarter 3 2026                             |

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|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
|                                       | <ul style="list-style-type: none"> <li>- Include proposed electoral arrangements (councillor numbers, wards, election cycle).</li> <li>- Publish draft recommendations with supporting evidence.</li> </ul>                                                                                                                                            |                                             |
| <b>Second Consultation</b>            | <ul style="list-style-type: none"> <li>- Undertake further statutory consultation on draft recommendations.</li> <li>- Allow longer period than first consultation.</li> <li>- Notify County Council.</li> <li>- Re-contact stakeholders who responded to the first consultation.</li> <li>- Collate and analyse feedback.</li> </ul>                  | Quarter 3–<br>Quarter 4 2026                |
| <b>Final Recommendations</b>          | <ul style="list-style-type: none"> <li>- Prepare final report including electorate figures, governance options, consultation outcomes, and reasons for decisions.</li> <li>- Demonstrate compliance with guidance etc.</li> <li>- Publish final recommendations and notify interested parties.</li> <li>- Identify any related alterations.</li> </ul> | Quarter 4 2026                              |
| <b>Reorganisation Order</b>           | <ul style="list-style-type: none"> <li>- Council makes a Reorganisation Order to bring recommendations into effect.</li> <li>- Order must specify area, new governance structures, transitional provisions, and arrangements for assets, staff, and finances.</li> <li>- Effective from 1 April in year of next elections.</li> </ul>                  | Quarter 1 2027<br>(Order effective 1 April) |
| <b>Implementation &amp; Operation</b> | <ul style="list-style-type: none"> <li>- New parish/town councils assume responsibilities.</li> <li>- Precept set to fund activities.</li> <li>- First elections held</li> <li>- Interim arrangements possible (e.g. appointing principal councillors to oversee initial setup).</li> </ul>                                                            | May 2027 elections                          |