



**COMMUNITY GOVERNANCE REVIEW**  
**PARISH OF WHITTINGTON**

**LOCAL GOVERNMENT AND PUBLIC**  
**INVOLVEMENT IN HEALTH ACT 2007**

**TERMS OF REFERENCE**

**Published 1 December 2023**

## **INTRODUCION**

### **Aims of the review**

Following a request from Whittington Parish Council, Wychavon District Council has resolved to undertake a Community Governance Review pursuant to Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007, to consider the parish electoral arrangements.

### **Why undertake a community governance review?**

A Community Governance Review provides an opportunity for principal authorities to review and make changes to community governance within their area.

A Community Governance Review is a review of the whole or part of the district to consider one or more of the following:

- Creating, merging, altering or abolishing parishes
- The naming of parishes and the style of new parishes
- The electoral arrangements for parishes ( the ordinary year of election: council size, the number of councillors to be elected to council, and parish warding) and
- Grouping parishes under a common parish council or de-grouping parishes.

The government has emphasised that ultimately, recommendations made in Community Governance Reviews are to bring about improved community engagement, more cohesive communities, better local democracy and result in more effective and convenient delivery of local services.

### **Scope of the review**

The District Council has resolved to undertake a Community Governance Review to consider whether governance arrangements within the above stated parish are:

- a) Reflective of the identities and interests of the community in that area:
- b) Effective and convenient to the community in that area

In doing so, the review is required to take into account:

- a) The impact of community governance arrangements on community cohesion and
- b) The size, population and boundaries of the local community or parish

Specifically, the review will consider:

### **The number of councillors to be elected to Whittington parish council**

The District Council wishes to review the number of councillors to be elected to the parish council in response to the request from Whittington Parish Council, taking account of relevant local considerations.

The District Council will test whether councillor representation should be altered to allow councillors to adequately represent the interests of residents.

The parish of Whittington currently has seven parish councillors representing 1,248 electors. The legal minimum number of parish councillors is five.

Whittington Parish Council's reasoning to increase the number of parish councillors include:

- The population of the parish has grown rapidly in recent years with the Wildmore and Whittington Walk housing estates and will continue to grow
- Increasing the size of the parish council will put it in a stronger position to take on the ever-increasing workload and to continue to serve the community as efficiently as in the past but reduce the pressure on the existing councillors

They request that the number of councillors increase from seven to nine.

### **National Association of Local Councils (NALC) recommendations**

NALC suggest that a council of up to 1400 electors should have 8 councillors and from 1401 to 2000 it should have 9. Whittington currently has 1248 electors and that is forecast to grown beyond 1400 in the near future. N.B. These figures are only recommendations – there are no specific legal guidelines.

### **Who will undertake the Community Governance Review?**

As the principal authority, the District Council are responsible for undertaking any Community Governance Review within its electoral area.

Final recommendation will be made to Full Council for adoption and creation of a Community Governance Order if changes are recommended.

### **CONSULTATION**

Before making any recommendations or publishing final proposals, in line with legislative requirements, the District Council will take full account of the views of local people. The District Council will comply with legislative requirements by:

- Consulting local government electors for the area under review
- Consulting any other person or body (including a local authority) which appears to the principal council to have an interest in the review
- Consulting the County Councillor
- Taking into account any representations received in connection with the review.

When taking account of written representations the District Council is bound to have regard to the need to secure that community governance within the area under review:

- Reflects the identities and interests of the community in that area, and
- Is effective and convenient.

In order to ensure that this review is conducted transparently, as soon as practicable, the District Council will publish its recommendations and take such steps as it considers sufficient to ensure that persons who may be interested in the review are informed of the recommendations and the reasons behind them.

In accordance with the Act, representations received in connection with the review will be taken in to account, and steps will be taken to notify consultees of the outcome of the review by:

- publishing them on the Council's website at [www.wychavon.gov.uk](http://www.wychavon.gov.uk)
- posting public notices
- placing key documents on public deposit at Council Offices
- and by communicating the final outcome of the review by publishing on its website and other public notices

## **REORGANISATION OF COMMUNITY ORDERS AND COMMENCEMENT**

The review will be completed when the Council adopts the reorganisation of Community Governance Orders. New or revised parish electoral arrangements come into force at ordinary parish elections, rather than parish by-elections, so they will come into force in May 2027.

## **TIMETABLE FOR THE REVIEW**

A Community Governance Review must, by statute, be concluded within a twelve month period from the day on which the review commences. A Community Governance Review commences when the Council publishes its Terms of Reference and it concludes when the District Council publishes the recommendations made in the review.

## Timetable

Action	Timetable	Outline of action
Compiling Terms of Reference	November 2023	
Publication of Terms of Reference	1 December 2023	District Council publishes TOR and notifies stakeholders, clearly defining extent of the review.
Consultations – invite initial submissions	1 December – 26 January 2024  8 Weeks	District Council undertakes a full consultation requesting support for /or alternative proposals
Preparation of Draft Proposals	February 2024	
Publication of Draft Proposals	March 2024	
Consultation on Draft Proposals	March - April 2024	
Final Proposals are prepared and published		District Council considers the results of consultation and prepares Final Proposals
Final Proposals are adopted by Council		District (full) Council adopts Final Proposals
Council publishes the order	Thereafter	District Council publishes an order concerning parish matters
Next election held under new electoral arrangements if relevant	May 2024	

## **PRINCIPLES GUIDING THE REVIEW**

### **Relevant legislation**

In undertaking a Community Governance Review, the District Council will apply the guiding principles as appropriate from the following legislation and guidance:

- The Local Government and Public Involvement in Health Act 2007
- The Local Government Act 1972
- Guidance on Community Governance Reviews (DCLG/EC)
- Local Government (Parishes and Parish Councils)(England Regulations 2008 (SI2008/625)

## **Electorate**

In considering the electoral arrangements of the parish stated within these Terms of Reference the District Council is required to consider any change in the number or distribution of the electors.

The District Council has used the Register of Electors 2023 published 1 December 2022 and updated in September 2023 to provide existing local government electorate figures.

## **Electoral arrangements**

Parish	Polling District	Electorate
Whittington	NU	1248

## **Number of electors currently represented per councillor and proposed change**

Parish	Number of electors currently represented per councillor (7 seats)	Proposed number of electors to be represented per councillor (9 seats)
Whittington	178	138

## **Parish governance**

The District Council believes that parish councils play an important role in terms of community empowerment at the local level and wants to ensure that parish governance in the district continues to be robust, representative and enabled to meet the challenges that lie before it. Furthermore, it wants to ensure that there is clarity and transparency to the areas that the parish councils represent and that the electoral arrangements of parishes – the warding arrangements and the allocations of councillors – are appropriate, equitable, and readily understood by their electorate.

## **Consultation – How to contact us**

If you would like to say how you view potential future arrangements under these Terms of Reference please submit your written comments no later than 26 January 2024 to:

**Electoral Services  
Wychavon District Council  
Civic Centre  
Queen Elizabeth Drive  
Persnore  
Worcs  
WR10 1PT**

Should you require any further information or need clarification on the review process please contact:

**Jon Morgan**  
**Electoral Services Manager**  
**Telephone 01386 565437**  
**Email elections@wychavon.gov.uk**

### **Publication of Terms of Reference**

These Terms of Reference will be published on the District Council website: [www.wychavon.gov.uk](http://www.wychavon.gov.uk) and will be available for public inspection at the Council Contact Centres at:

- Civic Centre, Queen Elizabeth Drive, Pershore

Notices advertising this Community Governance Review and the availability of these Terms of Reference will also be posted within the parish.

Consultees (other than the electors of Whittington)

Wychavon District Council Ward Councillors for Drakes Broughton, Norton and Whittington – Rob Adams and Liz Turier

County Councillors for Upton Snodsbury Division – Linda Robinson

Whittington Parish Council

**Date of publication**  
**1 December 2023**