

## **Constitution Committee**

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**Date of Meeting:** 19 September 2019

**Report Title:** Community Governance Review: Communications and Consultation Plan

**Senior Officer:** Brian Reed, Head of Democratic Services and Governance

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### **1. Report Summary**

- 1.1. The Community Governance Review Sub-Committee has previously approved (31<sup>st</sup> July 2019) an updated report on the project plan proposals for CGR work.
- 1.2. This report provides an update on the method for delivering and communicating the output of the pre-consultation survey (this survey seeks to gather information which will support the development of proposals for formal consultation later in the CGR process). In particular it reports on:
  - the timing of the publication of the pre-consultation output to support the development of the options, which will be developed to be consulted upon within the formal consultation; and
  - the communication activity which will support the publication of the pre-consultation output.

### **2. Recommendations**

That the Constitution Committee

- 2.1. approve the proposed timings of the publication of the pre-consultation survey output; and
- 2.2. approve the proposed amendments to the communication plan (see Appendix A) for supporting and promoting public engagement around the pre-consultation survey output.

### **3. Other Options Considered**

- 3.1. No other options have been considered.

### **4. Background**

- 4.1. As previously reported the review is being conducted in four phases:
- Data gathering and identification of points of focus
  - Pre-consultation engagement, where initial submissions are invited – Stage 1
  - Consideration of submissions received and draft 'recommendations' are prepared – Stage 2
  - Formal consultation on published 'draft' recommendations – Stage 3
  - Adjust draft recommendations accordingly, with final recommendations being prepared to seek approval via Full Council – Stage 4
  - Publish final recommendations, amend/update relevant records' and, if appropriate, undertake a resolution to make a reorganisation order
- 4.2. The data includes some of the factors previously agreed as points of focus which were:
- Known concerns expressed by parishes
  - Wards with significant variances to the average population density and/or councillor ratios
  - Local plan developments
  - Known built-environment changes
- 4.3. All these core facts will be considered, alongside residents' comments from the survey, when developing the final proposals.
- 4.4. Members of the public, and representative bodies, will have the opportunity of requesting that any wards and parishes, both large and small, should be included in the review for whatever reason.
- 4.5. In order to maintain transparency of the process the output report from the pre-consultation survey will be provided to all stakeholders week commencing 2<sup>nd</sup> March 2020.
- 4.6. Communication activity will support the publication and promotion of the pre-consultation survey output and will provide all stakeholders with an opportunity to gain access via an appropriate method to their situation.

### **The Project Plan and its timings**

- 4.7. The pre-consultation survey report will be published to all stakeholders in the week commencing 2<sup>nd</sup> March 2020.

## **5. Implications of the Recommendations**

### **5.1. Legal Implications**

- These have previously been acknowledged by the Constitution Committee at its meeting of 20<sup>th</sup> September 2018.

### **5.2. Finance Implications**

- CLT have been advised of the resourcing costs and have accepted these as necessary.

### **5.3. Policy Implications**

- There are no direct policy implications at this stage.

### **5.4. Equality Implications**

- There are no direct equality implications at this stage.

### **5.5. Human Resources Implications**

- There are no direct HR implications at this stage.

### **5.6. Risk Management Implications**

- A risk log has been compiled by the project board and is monitored on a regular basis. Copies are available on request.

### **5.7. Rural Communities Implications**

- Rural communities form a large part of the borough and it will therefore be important to ensure they fully engage in the review process. In particular one of the legal tests that must be applied during the review is to reflect the identities and interest of communities in that area – the ‘Communities of Identity’.

### **5.8. Implications for Children & Young People/Cared for Children**

- There are no direct implications for children and young people at this stage.

### **5.9. Public Health Implications**

- There are no direct implications for public health at this stage.

### **5.10 Climate Change Implications**

- There are no direct climate change implications at this stage.

## **6. Ward Members Affected**

- 6.1. All wards

## **7. Consultation & Engagement**

- 7.1. Consultation and engagement are critical factors in this review process in order to demonstrate the validity of any change proposals.
- 7.2. As previously reported these elements will be conducted in two stages: a pre-consultation survey designed to elicit the key areas we should be looking at followed by a formal consultation based on precise proposals developed as a result of that feedback.

## **8. Access to Information**

- 8.1. Supporting documents are available upon request to the report's author.

## **9. Contact Information**

- 9.1. Any questions relating to this report should be directed to the following officer:

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