

REPORT TO CABINET

Open		Would any decisions proposed :			
Any especially affected Wards	Discretionary	Be entirely within Cabinet's powers to decide		NO	
		Need to be recommendations to Council		YES	
		Is it a Key Decision		NO	
Lead Member: Cllr Alistair Beales E-mail: cllr.alistair.beales@west-norfolk.gov.uk		Other Cabinet Members consulted:			
		Other Members consulted:			
Lead Officer: Kate Blakemore E-mail: kate.blakemore@west-norfolk.gov.uk Direct Dial: 01553 616245		Other Officers consulted:			
Financial Implications	Policy/ Personnel Implications	Statutory Implications	Equal Impact Assessment	Risk Management Implications	Environmental Considerations
NO	NO	Yes	NO	NO	NO

Date of meeting: 4th February 2025

COMMUNITY GOVERNANCE REVIEW (BURNHAM MARKET PARISH COUNCIL) – TERMS OF REFERENCE

Summary

This report presents to Council the Terms of Reference to be used for the conduct of the Community Governance Review for Burnham Market Parish Council to potentially reduce councillor numbers from 11 to 8.

Recommendation

Recommendations to Full Council:

That Officers conduct a Community Governance Review in respect of Burnham Market Parish Council to potentially reduce parish councillor numbers using the Terms of Reference attached.

Reason for Decision

Cabinet and Council must agree to the Terms of Reference for the Community Governance Review to proceed.

1 Background

Community Governance Reviews (CGRs) are the procedures in which governance arrangements for parish councils and areas are reviewed and changes can be proposed.

The powers to carry out CGRs are exercised by principal councils (in this case, the Borough Council of King's Lynn & West Norfolk, hereafter the Borough Council under Part 4, Chapter 3 of the *Local Government and Public Involvement in Health Act 2007*).

CGRs enable citizens and community groups to address issues of democracy by providing the opportunity to address community governance, for example where there have been changes to the number or makeup of a population, or to address boundary issues / anomalies following development.

The outcomes to CGRs can include:

- Changes to parish or area boundaries
- Merging or splitting parishes/areas
- Changing the number of councillors

Reviews may commence under four particular circumstances;

1. At the discretion of the Borough Council.
2. By decision of the Borough Council in response to a 'reasonable request'. i.e. from a parish council.
3. In response to a valid Community Governance Application from a 'Neighbourhood Forum' (in which case a CGR is mandatory per Section 83(2) of the 2007 Act) or
4. In response to a valid Community Governance Petition (in which case a CGR is mandatory per Section 83(2) of the 2007 Act).

Burnham Market Parish Council have requested a reduction to the number of their parish councillors. The proposal is to reduce the number of councillors from 11 to 8.

On 10th December 2024, the council Cabinet resolved to allow Borough Council officers to conduct a Community Governance Review in response to this request.

Cabinet is now invited to consider and recommend to Council the Terms of Reference of the Community Governance Review, which are attached to the report.

2 Options Considered

BCKLWN have a statutory duty to proceed with CGR and publish the Terms of Reference.

3 Policy Implications

None

4 Financial Implications

None

5 Personnel Implications

None

6 Environmental Considerations

None

7 Statutory Considerations

By law BCKLWN must draft and publish a Terms of Reference to conduct a Community Governance Review, per Section 81 of the *Local Government and Public Involvement in Health Act 2007*.

Once agreed and published, the BCKLWN must comply with the terms per Section 79 (2) of the *Local Government and Public Involvement in Health Act 2007*.

8 Equality Impact Assessment (EIA)

(Pre screening report template attached)

None

9 Risk Management Implications

None

10 Declarations of Interest / Dispensations Granted

11 Background Papers

Terms of Reference

1:10,000 scale map of Burnham Market Parish.

Letter from Burnham Market Parish Council.

Community Governance Reviews – Explanatory Notes, BCKLWN Electoral Services, October 2024.

Pre-Screening Equality Impact Assessment

Borough Council of
King's Lynn & West Norfolk



Name of policy/service/function					
Is this a new or existing policy/service/function?		Existing (delete as appropriate)			
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service is rigidly constrained by statutory obligations					
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
Other (eg low income)			x		

Question	Answer	Comments
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No	
3. Could this policy/service be perceived as impacting on communities differently?	No	
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No	
5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	No	Actions: Actions agreed by EWG member:
If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary: Decision agreed by EWG member:		
Assessment completed by:		
Name	S Winter	
Job title	DSM	
Date		