

Community Governance Review Working Group

Terms of Reference

Purpose of the Group

1. The Community Governance Review Working Group (CGRWG) is a cross-party member working group of the whole of the Standards & General Purposes Committee, chaired by the Committee Chairman. It has been established to make recommendations to the Committee about Community Governance Reviews (CGRs), including the specific review for the Wycombe area and for any other review that may potentially take place.
2. The Working Group is advisory only, with no formal decision-making powers.

Roles

3. The Group will be called upon, as requested by the Committee, to work up proposals, sift responses and generally advise the Committee on any aspect of a CGR. This includes:
 - 1) Considering requests or petitions for a CGR and drafting potential Terms of Reference for such CGRs, as appropriate, for recommendation to the Committee
 - 2) Suggesting amendments to existing Terms of Reference for a CGR to accommodate any new CGR request or petition affecting some or all of the same communities
 - 3) Suggesting the appropriate timeline for conducting and completing a review
 - 4) Working up the scope of any proposed consultations at each stage of a Community Governance Review, for recommendation to the Committee
 - 5) Reviewing responses to the consultations at each stage, and making recommendations to the Committee on potential next step, based on the outcomes
 - 6) Making recommendations to the Committee on the implementation of a CGR and, as requested, the content of an appropriate Order

Scope of a CGR

4. A principal council must make recommendations as to:
 - a) whether a new parish or any new parishes should be constituted
 - b) whether existing parishes should or should not be abolished or whether the area of existing parishes should be altered or
 - c) what the electoral arrangements for new or existing parishes, which are to have parish councils
 5. It may also make recommendations about:
 - d) the grouping or degrouping of parishes
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- e) adding parishes to an existing group of parishes or
- f) making related alterations to the boundaries of a principal councils' electoral areas

6. The CGRWG will assist the Committee in fulfilling these responsibilities.

Guiding principles

7. In carrying out its work, the CGRWG's recommendations must accord with the relevant legislation and [statutory guidance](#). The Group will also bear in mind that the outcome of any CGR must:

- (a) reflect the identities and interests of the community in that area, and
- (b) be effective and convenient.

Membership

8. The CGRWG is an informal cross-party group of the whole of the Standards & General Purposes Committee and so will necessarily be politically proportional. The quorum will be a quarter of the group's membership.

Chairmanship

9. At its first meeting, the CGRWG will appoint a person to be the Vice-Chairman of the Group, for the council year

Voting

10. It is intended that the CGRWG will achieve its recommendations through consensus. Where a vote is necessary, the Chairman will have a second or casting vote.

Status

11. The CGRWG is an informal working group and as such its meetings are not open to the public. This is to enable free and frank exchanges of views. Its recommendations will be made public at Committee in any case. Nevertheless, the CGRWG may at its discretion invite stakeholders or other persons to appear before it to give views or evidence if this would better aid the Group in framing its recommendations.

Frequency

12. The CGRWG will meet as frequently as required to enable it to deliver its recommendations in a timely manner within the timescales established for each CGR. Meetings of the CGRWG may be held in person or online.