

# Community Review – St. Brides Major Community Council

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## Terms of Reference

### Introduction

The Vale of Glamorgan Council ('the Council') is conducting a community review to consider what changes, if any, are needed to the number of community councillors to be elected on the St. Brides Major Community Council.

The first stage of the review is to ask all residents and interested parties to consider the current arrangements and submit their views of support or proposals for change. All submissions will then be considered and draft proposals drawn up. These will be made available for further public consultation. The submissions received will then be considered for a second time, and final proposals drawn up, published and adopted.

The review will start on **Friday 29<sup>th</sup> September 2017** with the final recommendations being submitted for adoption in the autumn of 2018.

For the purpose of the review a community will be viewed as having a characteristic sense of identity that is often accompanied by a sense of separation from people living outside the area. This characteristic stems from a combination of social, economic, geographical, economic and cultural influences.

### Why are we undertaking this review?

Concerns were raised by the St. Brides Major Community Council ('the Community Council') that the number of members for the Ogmore by Sea Ward should be increased from five to six due to the planned increase in properties in that Ward.

The Council is required to ensure that the community structure in place is relevant and reflects the identities and interests of the community, in each part of the Vale of Glamorgan including Ogmore by Sea; that any changes are appropriate and seeks to ensure effective and convenient local government.

### **What is the aim of the review?**

The Council aims to ensure that community governance reflects the identities and interests of the community and that it is effective and convenient. The Council wants to ensure that community governance of the Vale of Glamorgan is robust, representative and enabled to meet the challenges that lie before it. Furthermore, the Council wants to ensure that community councils are clear in the areas that they represent with electoral arrangements, warding arrangements and allocations of councillors – that are appropriate, equitable and readily understood by their electorate.

### **What can be considered under this review?**

The electoral arrangements for the Ogmore by Sea Ward and St Brides Major wards as part of the Community Council and more particularly, the number of members to be elected to those wards.

### **Who will undertake the review?**

The Council is responsible for undertaking the review within its area. It will consider all representations made at each stage of the review process and will consult accordingly.

### **Public Consultation and Submissions**

When undertaking the review, the Council is required to undertake such steps as it thinks fit, to ensure that persons who may be interested in the review are informed of the proposal. The Council will conduct the review and inform any interested person of any draft proposals or recommendations. The Council undertakes to meet these duties by writing to:-

- Mandatory consultees outlined in S34 (3) of the Local Government (Democracy) (Wales) Act 2013
- The Community Council, other local authorities and public bodies that are concerned;
- Community and resident associations, community groups, religious groups, ethnic groups, housing associations and other local interest groups as deemed appropriate;
- Councillors, AMs, MPs and local branches of political parties

The Council will also provide updates of the different stages of the review on its website and at the Council's Civic Offices.

Comments and submissions may be made at two stages of the review; the preliminary investigation where comments inform the creation of the draft proposals and then the consultation on the draft proposals which inform the final proposals and recommendations.

All comments and submissions will be given due consideration in the review if the following criteria are met:

- Comments shall be received on the pro-forma submissions form or a form to like effect.
- Comments are received by midnight of the timetabled deadline (see below).
- All comments are received with a name and address identifying the sender. Anonymous submissions will not be accepted, though personal details of the members of the public will not be made public. Submissions from representative bodies and persons such as Councils, Councillors and AMs etc. will be named within the report.

- Where an organisation or an individual is making a general submission, it shall show how it is made “in the interests of effective and convenient local government”.

The Council will publish its recommendations as soon as practicable and take such steps, as it considers sufficient, to ensure that persons who may be interested in the review, including all persons that made a valid submission, are informed of the recommendations and the reasons.

### Timetable for the review

Date	Action
Friday 29 <sup>th</sup> September 2017	Start of Review
Friday 29 <sup>th</sup> September – Friday 22 <sup>nd</sup> December 2017	Preliminary investigation <ul style="list-style-type: none"> <li>• Invite initial submissions</li> <li>• Publish review on website</li> </ul>
Monday 25 <sup>th</sup> December – Friday 16 <sup>th</sup> February 2018	Consideration of submissions received
Monday 5 <sup>th</sup> February 2018	Report to Cabinet for approval
Monday 19 <sup>th</sup> February – Friday 27 <sup>th</sup> April 2018	Draft Proposal Consultation <ul style="list-style-type: none"> <li>• Publish draft proposals</li> <li>• Consultation period</li> </ul>
Monday 30 <sup>th</sup> April 2018 – Friday 25 <sup>th</sup> May 2018	Consideration of submissions received
June / July 2018	Report to Cabinet for approval
September 2018	Report to Council for approval
September 2018	Final Proposal Publication
October 2018	Order submitted to the Council for proposed changes to be implemented (if appropriate)

### Supporting Information

Further information relating to the review, including electorate figures and maps showing existing boundaries are available at the Council’s Civic Offices or the Vale of Glamorgan website.

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