

Report of the City Solicitor to the meeting of Governance and Audit Committee to be held on Thursday 22nd September 2022.

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Subject:

Community Governance Review of local council arrangements in Haworth, Cross Roads and Stanbury.

Summary statement:

This report provides feedback from the Community Governance Review for the proposal to dissolve the current Haworth, Cross Roads and Stanbury Parish Council and establish two new Local Councils in Haworth & Stanbury, and Cross Roads, which was triggered by receipt of a petition to the Council from local residents.

EQUALITY & DIVERSITY:

One of the fundamental considerations that Bradford Council has had to have regard to through the Community Governance Review process, is to ensure that community cohesion is not impacted as a consequence of the Review and any decision arising from it. No impacts have been revealed.

In line with the Public Sector Equality Duty, any disproportionate impacts on protected characteristic groups were also considered. An equality impact assessment was undertaken and no impacts were identified. Consideration has also been given to those with low income/low wage due to payment of a precept, but those affected by the proposal already pay a precept to the current Parish Council so the proposal does not present a

Legal Services
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Portfolio:

Corporate

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Overview & Scrutiny Area:

Corporate

1. SUMMARY

This report provides feedback from the Community Governance Review for the proposal to dissolve the current Haworth, Cross Roads and Stanbury Parish Council and establish two new Local Councils in Haworth & Stanbury, and Cross Roads, which was triggered by receipt of a petition to the Council from local residents.

2. BACKGROUND

- 2.1 A Local Council is a tier of local government. It can be known as a parish, town, community or village council. It has members (councillors) elected by the people who live in its area. It has a clerk, who is an employee of the Local Council and who looks after the administration of its activities. A Local Council is an independent organisation and its decisions, assets and liabilities are solely its own responsibility.
- 2.2 In Bradford there are currently 20 Local Councils. They are supported by regional and national associations – Yorkshire Local Councils Association, and National Association for Local Councils. Funding is sometimes available from these bodies to support people in the setting up of a new Local Council.
- 2.3 Local Councils are responsible for setting their own precept with Bradford Council acting only as the billing authority. The precepts charged by the Local Councils in the Bradford District vary for Band D households from £13.50 per year in Wrose, to £82 per year in Burley-in-Wharfedale.

Bradford Council working with Local Councils

- 2.4 To help manage relations and outline how Bradford Council and Local Councils aim to work together, a Charter was first produced and approved by Executive in 2006 and has most recently been updated in 2015.
- 2.5 The Charter includes agreements on general communications, liaison activity, elections, financial arrangements, town planning and relevant parts of the Localism Act 2011 such as neighbourhood planning and standards committee arrangements. For example:
 - Bradford Council must respond to enquiries from Local Councils within five working days.
 - Bradford Council arranges liaison meetings with Local Council representatives to discuss shared issues.
 - Local Councils are consultees on planning applications that affect the people who live in their area, giving them direct communications from Bradford Council and the opportunity to provide views on relevant planning matters.
 - An explanation is provided on financial arrangements around precepting options available should a service be transferred from Bradford Council to a Local Council, as well as routine administration matters.
 - Bradford Council should ensure that Local Councils are included in any consultation activity taking place which impacts on their geographical area.

- Arrangements and responsibilities for elections are also included.

Community Petition

- 2.6 In February 2022, City of Bradford Metropolitan District Council (the Council) received a petition from a group of residents proposing the aforementioned changes to local council arrangements. The Council undertook a Community Governance Review (CGR) of polling districts 29D, 29E, 29H, 29J and 29K.
- 2.7 The petition area contained 5339 local government electors at the date the petition was submitted, and therefore required at least 401 signatories to be valid. The petition attracted 412 valid signatures, and triggered a Community Governance Review in accordance with the Local Government and Public Involvement in Health Act 2007. The aim of the review is to ensure that local governance arrangements are secured which deliver effective and convenient local government, which reflect the identities and interests of the community in that area. Councils should take into account other influential factors, including the impact of community governance arrangements on community cohesion, and the size, population and boundaries of a community.
- 2.8 Maps identifying the areas of the proposed new parishes are attached in Appendix 1.
- 2.9 The first requirement of a community governance review is to set out Terms of Reference outlining how that review will be run (see Appendix 3). The Terms of Reference were agreed by the Governance and Audit Committee on the 14th July 2022.

Consultation process

- 2.10 In order to determine the interest of local people in the proposed changes to local council arrangements, the consultation was facilitated by the Keighley Area Coordinator's Office. The following opportunities were made available for people to make their representations.
- a) A letter, survey and fact sheet was sent to all households in the area (see Appendix 2).
 - b) Postal communications were sent to stakeholders in the area (including businesses, schools and community organisations).
 - c) Three public drop in sessions were run in July and August covering each of the 3 villages in the area – these ran from 4 - 7.30pm and were done on different days of the week, spread across the 6-week consultation period.
 - d) Information has been available on the Bradford Council website including an online survey, factsheet and a link to The Good Councillor's Guide.
 - e) The opportunity has been given to write to the Council using a freepost address or emailing a managed inbox.
 - f) QR (Quick Reference) link to the survey which is an internationally recognised way of allowing people to access web pages by scanning the code with their phone or device.



3. OTHER CONSIDERATIONS

- 3.1 The Council was obliged by law to conduct a community governance review once a valid petition was received, and as part of that review, the recommendations made by the petitioners had to be addressed. Having carried out the community governance review, the Council must take into account any representations received in connection with the review in deciding what recommendations to make, and must publish its recommendations as soon as practicable after formulating them. In addition, the DCLG (Department for Communities and Local Government) guidance requires the Council to take into consideration the views of not only those who live in the area but those who work or have an interest in the area.
- 3.2 Throughout the consultation Council officers sought the views of individuals, answered questions and provided standard information, but as the decision making body, deliberately did not seek to influence or support any particular view. The consultation was open for anyone to respond to, though its promotion was kept local with contact made with residents, businesses, and other establishments operating in the area. People were asked to provide their views on the proposal as a means of providing elected members, as decision makers, with reasons for and against.
- 3.3 As the community governance review undertook a qualitative consultation and was not a referendum, the numbers responding for or against cannot statistically be used to validate a result, as individuals could have responded on more than one occasion. This report therefore also focuses on providing an analysis of views provided, to enable decision makers to take a balanced view of the legal tests in the Local Government and Public Involvement in Health Act 2007.
- 3.4 “The Act places a duty on principal authorities to have regard to the need to secure that any community governance for the area under review reflects the identities and interests of the local community in that area, and that it is effective and convenient; relevant considerations which influence judgements against these two principal criteria include the impact on community cohesion, and the size, population and boundaries of the proposed area.”

Level of responses

- 3.5 Over the 6-week period of consultation 457 representations were made via online survey or return of paper survey, with the numbers of responses to the different consultation formats as follows:
- Web survey - 334
 - Paper survey – 123
- 3.6 In addition 91 members of the public attended the drop in sessions. There were 61 emails received however, many of the email responses appear to be from people who had already responded but have sent a further email setting out their reasons for supporting the proposal so email responses are not included in the percentages above. Nevertheless, it may be worth noting that of 61 emails, one was opposed to the proposal, the rest stating reasons why they were in favour.

- 3.7 There were more responses in favour of a new Local Council (80.96%) than there were against (19.04%). Analysis of where respondents live show that 65.77% of the total respondents were from Cross Roads, with 28.23% from Haworth, 3.72% from Stanbury and 3.28% other or don't live in the area, these may work or have another interest in the area. Of those responding in favour of the proposal, 71.89% of these live in Cross Roads, 21.35% in Haworth, 3.4% from Stanbury and 3.51% do not live in the area. Of those responding against the proposal, 57.47% are from Haworth, 34.48% from Cross Roads, 5.75% are from Stanbury and 2.3% do not live in the area.
- 3.8 Neighbouring Parish Councils were contacted inviting their views but no responses have been received.

Summary of comments in support of a new Local Council

- 3.9 Some of the main reasons given in support of the proposed new Local Council arrangements have been grouped and summarised as:
- It will give more control and more say for the local areas
 - The village requirements and priorities are very different
 - People want more control of spending and budgets in the separate areas
 - Cross Roads could be considered separate from Haworth rather than being overlooked
 - It would make local planning easier
 - The area has grown in population size since first set up
 - There would be a better balance of councillors
 - The current area is too large
 - It would mean people could concentrate on local events, needs and voices more.
- 3.10 Many of the supporting comments were around local people having more voice in the community in a smaller area. Some respondents felt that issues could be better managed and more local priorities met, also that Cross Roads is sometimes overlooked in favour of the larger, or more well-known, Haworth. Many of those in support favoured Cross Roads being a standalone Parish Council so local people would have more say in what goes on in Cross Roads, with many expressing the feeling that current arrangements favour Haworth.
- 3.11 Further to this, many respondents felt that Haworth & Stanbury and Cross Roads were very different villages, with Haworth having a large business and tourism focus, whereas Cross Roads is seen by many respondents as a 'traditional' residential village. Many people also drew comparisons with other local villages of a similar size to Cross Roads, who have their own local councils, such as Oxenhope, Denholme, Cullingworth, and how well they operate on a very local level.
- 3.12 The current Haworth, Cross Roads and Stanbury Parish Council have also issued a statement in support of the CGR and proposal. They have voted unanimously in favour of the proposals and cited reasons as the differences between the villages

becoming more prevalent, that the three villages cover a large and diverse area which they feel would be better served by two Councils and that they believe that the villages need their own Council just as villages such as Oxenhope, Cullingworth, Wilsden and Harden already have. It also refers to the current make up the Parish Council with Cross Roads only having two seats out of 12, which they state is disproportionate to the size of the village. They conclude with their intention that the two Councils would continue to work together on key issues but would be free to set their own agenda in the best interest of their villages.

Summary of comments against a new Local Council

3.13 Some of the main reasons given against the proposed new Local Council arrangements have been grouped and summarised as:

- Proposal is divisive
- The current arrangements are working well as they are
- It would affect house prices
- It adds an additional layer of bureaucracy
- There would be additional costs to run two councils
- There would be more strength to advocate when together
- It's already difficult to fill Councillor vacancies

3.14 Many of the comments against a new Local Council mentioned that things were working well as they are so don't see a need to change it. Some people felt that the proposal adds a further level of bureaucracy and cited additional costs of running two councils. Some people whose postal address is Haworth but who live in the Cross Roads area responded that the proposal would affect house prices.

Local Council ward boundaries and numbers of local councillors

3.15 The proposal being considered is that the current ward boundaries included in the Parish of Haworth, Cross Roads and Stanbury are not altered but are, in effect, split and for 29H to make up the Parish of Cross Roads, and 29D, 29E, 29J and 29K make up the Parish of Haworth and Stanbury.

3.16 The guidance provided by the Department for Communities and Local Government has been applied to the number of electors and level of local councillor representation, to ensure that the proposals fall within the tolerance levels provided.

3.17 The table below outlines the suggested wards along with the electorate number and consequent recommendation of numbers of local councillors for each Local Council ward:

Haworth and Stanbury

Proposed Local Council ward name	Polling district reference	Number of electors	Proposed number of local councillors
Haworth [Mytholmes Side to Changeagate]	29D	903	2
Stanbury	29E	241	1

29J - Haworth [Brow Side]	29J	965	2
Haworth [Central Haworth to Marsh Boundary]	29K	913	2
Total	N/A	3022	7

Cross Roads Parish Council

Proposed Local Council ward name	Polling district reference	Number of electors	Proposed number of local councillors
Cross Roads	29H	2322	7
Total	N/A	2322	

Ordinary Year of Elections

- 3.18 Ordinary parish elections are held once every four years, with all councillors being elected at the same time. New parish electoral arrangements usually come into force at ordinary parish elections. The standard electoral cycle is for elections in 2019 and every four years after 2019.
- 3.19 In the case of a new Cross Roads Parish Council and Haworth and Stanbury Parish Council, if approved, it is recommended, in line with the Communities and Local Government guidance, that elections be held in May 2023 along with the District Council elections and schedule of when ordinary Parish Council elections are due to take place. There would not need to be any amendment to the term of new parish councillors elected in May 2023 as this is in line with the schedule of Parish Council elections.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 As previously stated Local Councils are independent bodies who run their own affairs. However, Bradford Council acts as the billing authority for any precept charged by Local Councils. The Bradford Council and Local Council Charter sets out all other arrangements on mutual financial arrangements.
- 4.2 The Localism Act 2011 imposed the need for local authorities, fire authorities, and Police and Crime Commissioners wishing to raise their council tax by more than 2% to hold a referendum. This cap has to date not been imposed on Local Councils but may be reconsidered as part of this year's Spending Review.
- 4.3 The cost of running the community governance review was £1171.60 which included mail outs and venue hire for drop-ins.
- 4.4 As new Local Councils would only be formally constituted after the first elections are held (in May 2023), should new Local Councils be formed, Bradford Council will set a 2023-24 local precept on its behalf at the Council Budget Meeting in February 2023 following consultation and benchmarking data, as such, a precept figure

cannot be included in the report at this stage as the council tax base for the next financial year has not yet been set. The Council will be mindful that Local Councils may in future be subject to referendum limits. It is envisaged that the main cost will be that of a parish clerk. The Council will look at similar sized Local Councils and see for how many hours their clerks are paid and at what grade. The Council will make sure a budget is provided for set up costs such as a computer and printer along with web site design. If it is known where the Local Council intends to hold its meetings, a forecast will be made of any rents that will have to be paid. Other running costs that will have to be factored in include printing and stationery and external audit fees and insurance.

- 4.5 The ongoing costs to Bradford Council in relation to Local Councils are through the costs of running elections and through its Standards Committee arrangements for dealing with alleged breaches of that Council's Members Code of Conduct.
- 4.6 Full details of the election cost arrangements are held within Appendix 3 of the Bradford Council and Local Council Charter – <https://www.bradford.gov.uk/media/4129/bradford-council-and-local-councils-charter-2015.pdf>
- 4.8 This requires it to meet the full cost of the first election of a new Local Council and subsequently 100% of the costs of polling stations and count stations of elections held on the same day as Council elections. Local Councils will pay 50% of shared costs (excluding the costs of polling stations and counting stations) and 100% of wholly attributable costs. Local Councils will pay 100% of the costs of stand-alone elections.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 This report specifically relates to dissolving the current arrangements and setting up new governance arrangements for the areas of Haworth, Cross Roads and Stanbury. Following the consideration of the matter by the Governance and Audit Committee, a report, which will record the recommendation of Governance and Audit, will be taken to full Council on 11 October 2022. As members will be aware, one of the functions of the Committee is to maintain an overview of the Council's Corporate Governance Framework, Constitution and the partnership arrangements. Full Council will make the decision on the outcome of the community governance review.

6. LEGAL APPRAISAL

- 6.1 The power to take decisions about the creation of Local Councils and their electoral arrangements is delegated to principal councils under part 4 of the Local Government and Public Involvement in Health Act 2007.
- 6.2 Following the undertaking of a community governance review, the Committee must make recommendations as to whether the new Local Councils should be constituted. In deciding what recommendations to make, it must have regard to the

need to secure that community governance reflects the identities and interests of the community in that area, and is effective and convenient. The Act also provides that it must take into account any other arrangements that have already been made (apart from those relating to parishes and their institutions) or that could be made, for the purpose of community representation or community engagement. It should take into account other influential factors, including the impact of community governance arrangements on community cohesion and the size, population and boundaries of the local community.

- 6.3 Guidance provides that the recommendations must take account of any representations received and should be supported by evidence which demonstrates that the recommended community governance arrangements would meet the criteria set out in the 2007 Act.
- 6.4 Where a parish has 1000 or more local government electors (as here), the review must recommend that the parish should have a council by virtue of S94 of the 2007 Act.
- 6.5 In undertaking the review, the Council must have due regard to the relevant parts of the Local Government and Public Involvement in Health Act 2007, the relevant parts of the Local Government Act 1972 and the Guidance on Community Governance Reviews issued by the Department for Communities and Local Government and the Local Government Boundary Commission.

7. OTHER IMPLICATIONS

7.1 SUSTAINABILITY IMPLICATIONS

- 7.1.1 There are no sustainability implications from the options to either implement or not approve new Local Council arrangements.

7.2 GREENHOUSE GAS EMISSIONS IMPACTS

- 7.2.1 There are no greenhouse gas emission impacts from the options to either implement or not approve new Local Council arrangements.

7.3 COMMUNITY SAFETY IMPLICATIONS

- 7.3.1 There are no community safety implications from the options to either implement or not approve new Local Council arrangements.

7.4 HUMAN RIGHTS ACT

- 7.4.1 There are no human rights implications from the options to either implement or not approve new Local Council arrangements.

7.5 TRADE UNION

- 7.5.1 None.

7.6 WARD IMPLICATIONS

- 7.6.1 There would be some impact on Worth Valley ward, as should the changes to the Local Council arrangements be recommended, there would be an additional body for Bradford Council and Keighley Area Committee to consult with on local issues, although it already consults with the existing Parish Council covering the same area.

7.7 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE

- 7.7.1 There are no implications for children and young people from the options to either implement or not approve new Local Council arrangements.

7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

- 7.9.1 The conduct of consultations involved eliciting personal opinions. However, there has been no requirement for identifying data to accompany any part of the report that contains such material; and so no foreseeable impact upon privacy.

8. NOT FOR PUBLICATION DOCUMENTS

- 8.1 None.

9. OPTIONS

- 9.1 **Option 1 – support for new Local Council arrangements with the boundaries suggested in the community petition.**

Members may choose to support the dissolving of the current Parish Council and creation of two new Local Councils for Haworth, Cross Roads and Stanbury area, to be named Cross Roads Parish Council and Haworth and Stanbury Parish Council. One of the Local Councils would be warded with the appropriate number of Councillors allocated for both Councils as outlined at point 3.17.

- 9.2 **Option 2 – refusal of new Local Council arrangements.**

Members may choose not to support the proposal of dissolving the current Parish Council and creation of two new Local Councils in the Haworth, Cross Roads and Stanbury area.

10. RECOMMENDATIONS

- 10.1 It is recommended that Members give their support to the proposal to dissolve Haworth, Cross Roads and Stanbury Parish Council and establish two new Local Councils in the same area – as a consequence of meeting the tests in the Local Government and Public Involvement in Health Act 2007, as outlined in paragraph 3.4.

- 10.2 With no significant opinion on the boundary, it is also recommended that the Local Councils follow the boundaries as proposed.
- 10.3 It is recommended that Members give their support to the new Local Councils being named Cross Roads Parish Council and Haworth and Stanbury Parish Council, as set out in the petition received in February 2022.
- 10.4 It is recommended that Members give their support to the Local Council areas being split into wards, in the case of Haworth and Stanbury, as outlined at paragraph 3.17, along with the suggested numbers of local councillors per Local Council ward.
- 10.5 It should be noted that it is a requirement of the 2007 Act that the Council must make available a document setting out the reasons for the decisions it has taken at the conclusion of a community governance review and to publicise those reasons.
- 10.6 That final approval for the dissolving of the current Parish Council and establishment of two new Local Councils in Cross Roads and Haworth and Stanbury area be referred to Full Council at the earliest opportunity.

11. APPENDICES

- 11.1 Appendix 1 – Map showing the proposed Local Council boundary
- 11.2 Appendix 2 – Letter to householders with consultation details and fact sheet
- 11.3 Appendix 3 – Terms of Reference

12. BACKGROUND DOCUMENTS

- 12.1 Report of the City Solicitor to the meeting of Governance and Audit Committee, document 'G', on 14th July 2022, and Terms of Reference: Haworth, Cross Roads and Stanbury Community Governance Review;
- 12.2 Community Governance Review Guidance – Department for Communities and Local Government, and The Local Government Boundary Commission https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/8312/1527635.pdf
- 12.3 Local Government and Public Involvement in Health Act 2007 <http://www.legislation.gov.uk/ukpga/2007/28/contents>

LETTER TO HOUSEHOLDERS WITH CONSULTATION DETAILS AND FACT SHEET

Department of Place

The
Resident

Keighley Area Co-ordinator's Office
The Lodge
Cliffe Castle Depot
Spring Gardens Lane
Keighley
BD20 6LH

Email: keighleyareacoordinatorsoffice@bradford.gov.uk

Date: July 2022

Dear Resident

HAVE YOUR SAY**Proposal for changes to the local Parish Council arrangements for Haworth, Stanbury and Cross Roads areas.**

Bradford Council is now undertaking a consultation to establish whether the people of Haworth, Cross Roads and Stanbury want the current Haworth, Cross Roads and Stanbury Parish Council to be dissolved, and for two new Parish Councils of Haworth & Stanbury Parish Council, and Cross Roads Parish Council to be established.

This consultation (known as a Community Governance Review) is taking place because Bradford Council received a formal petition from a group of residents requesting the changes to local council arrangements, as described above.

A parish or community council is a statutory body that is democratically elected. It can serve an area ranging from a small rural community to towns and small cities. It is independently run and raises a precept (a form of Council Tax) from the local community to spend on local priorities.

A fact sheet providing more information on parish councils, what they are and what they can do is included with this letter. A copy of the formal Community Governance Review Terms of Reference is available on the Council's website.

www.bradford.gov.uk/consultations/current-consultations/consultation-and-engagement/ (within 'Haworth, Cross Roads and Stanbury Community Governance Review').

To help Bradford Council reach a decision on whether the current structure is dissolved and two new Parish Councils are established, we need to hear the views of local people. We encourage you therefore to get in touch. You can do this in a number of ways:

- By completing our online survey – available at www.bradford.gov.uk/consultations/current-consultations/consultation-and-engagement/ or by scanning the QR code opposite



- By completing the enclosed survey and posting it to us using the following address details:
 - On the front of your envelope please write only **FREEPOST BRADFORD COUNCIL** (the new Royal Mail system requires no further address details)
 - On the back of your envelope please write **Haworth, Stanbury and Cross Roads – local Parish Council arrangements**
- By emailing us at keighleyareacoordinatorsoffice@bradford.gov.uk
- By attending one of our drop in sessions (below) where you can meet Bradford Council officers:

Venue	Date	Time
Lees Methodist Church, Haworth Road, Cross Roads, BD22 9DL	Thursday 28 th July	4pm – 7.30pm
St Gabriel’s Church, Main St, Stanbury, BD22 0HB	Tuesday 2 nd August	4pm – 7.30pm
West Lane Baptist Church, West Lane, Haworth, BD22 8EN	Wednesday 24 th August	4pm – 7.30pm

The consultation will last until 26th August 2022, after which a decision will be made.

We very much hope you will take this opportunity to share your views with us to help the Council decide whether to dissolve the current Haworth, Cross Roads and Stanbury Parish Council, and establish two new Parish Councils of Haworth & Stanbury Parish Council, and Cross Roads Parish Council.

Yours sincerely

Alice Bentley
Ward Officer

PROPOSED CHANGES TO LOCAL COUNCIL ARRANGEMENTS IN HAWORTH, CROSS ROADS AND STANBURY.

Fact Sheet

Why is Bradford Council undertaking a review/consultation?

Having received a petition from a group of residents asking for the dissolving of Haworth, Cross Roads & Stanbury Parish Council, and creation of Haworth & Stanbury Parish Council and Cross Roads Parish Council, Bradford Metropolitan District Council is conducting a Community Governance Review under the Local Government and Public Involvement in Health Act 2007.

What is a Community Governance Review?

A Community Governance Review provides an opportunity for Bradford Council to review and make changes to local governance within an area. This will be supported by a consultation with local people. The aim of the review is to ensure that local governance continues to be effective and convenient, that it reflects the people and interests of local communities and considers the views of local people. The recommendations arising from the Community Governance Review should deliver improved community engagement, more cohesive communities and better local democracy.

What is a community council?

A community council is a tier of local government. It can be known as a parish, town, community or village council. Most community councils are non-political. It has members (councillors) elected by the people who live in its area. It has a clerk, who is an employee of the community council and who looks after the administration of its activities.

The range of services and amenities a community council can provide varies enormously. A community council is an independent organisation and its decisions, assets and liabilities are solely its own responsibility.

What can a community council do?

A community council does not replace Bradford Council, but it can provide additional services in its area. A community council's powers could include the provision of allotments, street cleaners, public toilets, seasonal events, youth activities, management of public gardens, play areas and community centres and the allocation of grants to local organisations.

A community council is a consultee on planning applications that affect the people who live in its area. Bradford Council planners will take the views of a community council into account when making their decisions, although they don't have to agree with them. A community council could also access additional sources of funding specifically aimed at parish or town councils.

The people who run a community council

As well as a paid clerk (often part time), the community council requires a number of local volunteers to stand as community councillors to represent the people of the community. These volunteers do not need to be a member of a political party. The number required will be established through the Community Governance Review, but in other areas it

varies from 5 to 30.

Do community councillors get paid or receive allowances?

No, community councillors do not get paid or receive any allowances for the work they do.

Raising money for a community council

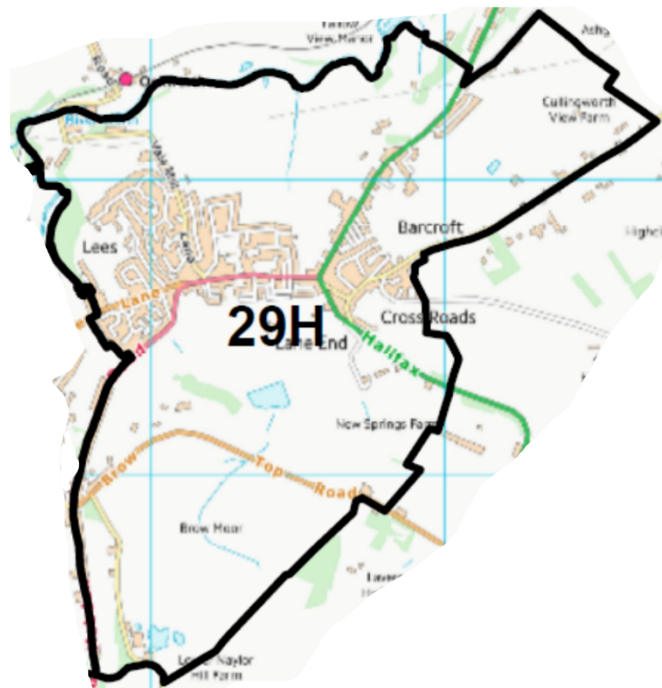
A community council raises money by charging a precept to all households in the area. This is in addition to any Council Tax paid to Bradford Council, the Police and Fire Authorities. The community council is required to set its own budget annually and Bradford Council is notified of how much is to be raised through the precept. This is then added to your Bradford Council Tax bill and will vary depending on the Council Tax band of your home. The community council does not charge businesses any additional money. The money raised by a community council can only be spent for the benefit of people living in the area of that community council.

Annual changes to the precept are not capped by Central Government (in the way that a percentage limit is applied to Council Tax). This means that the amount can be increased/decreased by the community council to meet its agreed budget.

What happens next?

At the end of the consultation period and after all the responses have been analysed, if Bradford Council decides to dissolve the current Parish Council and create two new local councils, it could appoint a shadow council, to help establish the new community councils' finances, the arrangements for the election of councillors and the first meeting. Following this, the community councils will be left to run their own affairs. In this case, where one Parish Council already exists, it may be that this acts as the 'shadow' Council(s) until the first elections.

A map of the proposed area for Cross Roads Parish Council



Draft Terms of Reference: Haworth, Cross Roads and Stanbury Community Governance Review

Summary:

City of Bradford Metropolitan District Council (the Council) through its Governance and Audit Committee will undertake a Community Governance Review of part of the Worth Valley ward and polling districts 29D, 29E, 29H, 29J and 29K in order to consider the community governance arrangements within it. These terms of reference set out the terms of that review.

Legal basis for the Review:

The Council is obliged to undertake the review because it has received a request to that effect within a petition submitted to it under Section 80 of the Local Government and Public Involvement in Health Act 2007 (the Act). The Governance and Audit Committee has determined that the petition is valid.

Subject of the Review:

The Review is to consider whether to recommend the dissolving of Haworth, Cross Roads & Stanbury Parish Council and creation of two new parish councils, Cross Roads Parish Council, to include properties within 29H polling district boundary, and Haworth & Stanbury Parish Council, to cover 29D, 29E, 29J and 29K polling districts.

Conduct of Review:

The Governance and Audit Committee of the Council will undertake the Review in accordance with Article 9 of the Council's Constitution and in compliance with its duties set out in Section 93 of the Act. It will:

- i. Consider the relevant facts objectively, acting impartially transparently and independently;
- ii. Seek to ensure that the community governance arrangements within the area of the Review (as per the attached map) reflect the identities and interests of the community within it and are effective and convenient;
- iii. Take into account any other community governance arrangements (apart from those relating to parishes) that have already been made, or that could be made for the purposes of community representation or community engagement in respect of the same area;
- iv. Consult with Local government electors for the area under review and with any other person or body who appears to have an interest in the review and take their representations into account;
- v. Record its conclusions within a final written report, together with its recommendations, the reasons for them and any consequential matters arising from its conclusions.

Provisional timetable for the Review

Date	Action
14 July 2022	Terms of reference presented to Governance and Audit Committee
15 July to 26 August 2022	Subject to approval by the GAC, consultation period, with representations invited
26 August 2022	Closing date for representations
22 September 2022	Governance and Audit Committee to receive report with recommendations from the Governance Review
11 October 2022	Subject to approval by the GAC, Council to receive report with recommendations
May elections	To be determined