

# Community Governance Review of Horsforth Town Council

## TERMS OF REFERENCE

---

### **Context**

Leeds City Council has resolved to undertake a Community Governance Review of Horsforth Town Council.

### **Legal Framework**

In undertaking the Review, the Council will be guided by

- Part 4 of the Local Government and Public Involvement in Health Act 2007
- the relevant parts of the Local Government Act 1972
- Guidance on Community Governance Reviews issued in accordance with section 100(4) of the Local Government and Public Involvement in Health Act 2007 by the Department of Communities and Local Government and the Local Government Boundary Commission for England in March 2010

and the following regulations which guide consequential matters arising from the Review:

- Local Government (Parishes and Parish Councils) (England) Regulations 2008
- Local Government Finance (New Parishes) Regulations 2008

[The 2007 Act has transferred powers to the principal councils which previously, under the Local Government Act 1997, had been shared with the Electoral Commission's Boundary Committee for England.]

Section 81 of the Local Government and Public Involvement in Health Act 2007 requires the Council to publish its Terms of Reference in a Review.

### **Publication of terms of reference**

This document is being published at:

- [www.leeds.gov.uk/elections](http://www.leeds.gov.uk/elections)
- Electoral Services, 4<sup>th</sup> Floor West, Civic Hall, Leeds LS1 1UR
- Horsforth Town Council noticeboard

### **What is a Community Governance Review?**

A Community Governance Review is the process used to consider parish arrangements. It is a review of the whole or part of the district area to consider one or more of the following:

- creating, merging, altering or abolishing parishes;
- the naming of parishes and the style of new parishes;
- the electoral arrangements for parishes (the ordinary year of election; council size; the number of councillors to be elected to the council, and parish warding), and

- grouping parishes under a common parish council or de-grouping parishes.

In the case of this review, it is to consider the electoral arrangements, namely creation of an additional ward (proposed Broadgate & Drury Fields ward) and redistribution of the existing number of councillors.

### **Reason for the review**

Why is the Council undertaking a Community Governance Review at this time?

The reason for the review is:

- A request from the Town Council to review electoral arrangements within the Town Council area.

### **Present structure of Horsforth Town Council**

Horsforth Town Council is a warded Town Council with 22 councillors. The distribution of councillors across wards is shown in the table below.

Ward name	Polling districts	Electorate	No. of Cllrs
Broadfields	HOG	1639	5
	HOM	1359	
Brownberrie	HOB	2797	5
Hall Park	HOE	870	5
	HOH	785	
	HOJ	2243	
Victoria	HOD	1604	5
	HOI	2307	
	HOK	855	
Woodside	HOC	1496	2

All parish and town councils have elections every four years, the next being in May 2027.

### **Electorate**

The Council has used the Register of Electors of September 2024, providing the existing electorate figures for Horsforth Town Council. The number of registered electors for the parish on that register is 15,995.

### **What considerations cover the number of parish councillors?**

Leeds City Council notes the number of parish councillors for each parish council

shall not be less than five. There is no maximum number. There are no rules relating to the allocations of councillors.

The government's guidance is "each area should be considered on its own merits, having regard to its population, geography and the pattern of communities," and therefore the Council is prepared to pay particular attention to:

- existing levels of representation,
- the broad pattern of existing council sizes which have stood the test of time and
- the take-up of seats at elections in its consideration of this matter.

The <sup>1</sup>Aston University Business School found the following levels of representation which may be used as a guide:

Electorate	Councillor Allocation
less than 500	5 – 8
501 – 2,500	6 – 12
2,501 – 10,000	9 – 16
10,001 – 20,000	13 – 27
greater than 20,000	13 – 31

In parishes where there has been a history of uncontested elections and/or the need to co-opt members to fill vacancies, the Council will consider whether the present levels of representation are appropriate or whether there is a "democratic surplus" in a parish.

By law, the principal council must have regard to the following factors when considering the number of councillors to be elected for the parish:

- the number of local government electors for the parish;
- any change in that number which is likely to occur in the period of five years beginning with the day when the review starts.

### **Parish governance in our area**

Leeds City Council believes parish councils play an important role in terms of community empowerment at local level.

---

<sup>1</sup> <https://www.aston.ac.uk/bss/aston-business-school>

The Council wants to ensure parish governance in our district continues to be robust, representative and enabled to meet the challenges that lie before it.

Furthermore, it wants to ensure there is clarity and transparency to the areas Parish Councils represent.

It wants to ensure that the electoral arrangements of parishes – the warding arrangements and the allocations of councillors – are appropriate, equitable and readily understood by their electorate.

### **Who undertakes the review?**

Leeds City Council is statutorily responsible for carrying out the review.

The conduct of the review will be overseen by the Council's Electoral Working Group.

Formal decisions on the recommendations arising from the review will be made by General Purposes Committee and Full Council in accordance with the Council's constitution.

Officer contact details for the review are:

Susanna Benton  
Head of Electoral Services  
0113 3784771  
[susanna.benton@leeds.gov.uk](mailto:susanna.benton@leeds.gov.uk)

### **Consultation**

The Council has drawn up and now publishes this Terms of Reference document. This document lays out the aims of the review, the legislation that guides it and some of the policies the Council considers important in the review.

A timetable for the review can be found at Appendix A to this document.

The Council will consult by:

- Writing to Horsforth Town Council
- Writing to all parish councils within and adjoining the Community Governance Review area
- Publicising the review at [www.leeds.gov.uk/elections](http://www.leeds.gov.uk/elections)
- General press releases and social media posts

In accordance with the Act, representations received in connection with the Review will be considered, and steps will be taken to notify consultees of the outcome of the Review. This will be done by:

- Online at [www.leeds.gov.uk/elections](http://www.leeds.gov.uk/elections)
- General press releases and social media posts
- Personal communication

### **Completion of the review**

The Review will be completed when the Council adopts the Reorganisation of Community Governance Order.

Any financial and administrative provisions of the reorganisation order will be come into force on a date to be confirmed.

The electoral arrangements for a new or existing parish council will come into force on 6 May 2027.

### **How to contact us**

If you have any questions about the Community Governance Review, please contact:

Susanna Benton  
Head of Electoral Services  
0113 3784771  
[susanna.benton@leeds.gov.uk](mailto:susanna.benton@leeds.gov.uk)

Date of publication: 6 January 2025

Appendix A

## Community Governance Review of Horsforth Town Council Timetable

Task	Date/info
Receipt of request for CGR	8 October 2024
General Purposes Committee decision on whether to undertake the review	11 December 2024
Publication of Terms of Reference marking commencement of review and start of first consultation period	6 January 2025
End of first consultation period	3 February 2025
Prepare draft recommendations	4 – 14 February 2025
Publish draft recommendations marking commencement of second consultation period	17 February 2025
End of second consultation period	17 March 2025
Prepare final recommendations	18 – 28 March 2025
General Purposes Committee to consider final recommendations and make recommendation to Full Council	23 April 2025
Full Council	22 May 2025
Making of Reorganisation Order	June 2025 (tbc)
First elections under the new arrangements	6 May 2027