



Carmarthenshire County Council  
Community Review 2023  
Terms of Reference

A review of communities under section 31 of the  
Local Government (Democracy) (Wales) Act 2013.

## Table of Contents

<b>Background .....</b>	<b>3</b>
What is a Community Review? .....	3
Why is Carmarthenshire County Council undertaking this Review? .....	3
Scope of Review.....	4
Local Democracy and Boundary Commission for Wales .....	4
What do Community Councils do? .....	4
<b>Consultation.....</b>	<b>4</b>
How the Council proposes to conduct consultations during the review.....	4
Timeline of the Review .....	5
Background Information.....	6
Making Representations.....	7

## **Background**

Carmarthenshire County Council has resolved to undertake a Community Review of the whole of the county. The Council has a duty to keep community arrangements under review.

In undertaking the review, the Council will be guided by Section 31 of the Local Government (Democracy) (Wales) Act 2013.

The Council has developed and publicised Terms of Reference (“TOR”) for this community review.

The TOR will set out the proposed timetable and procedures for the review, provide guidance and set out the issues that will be considered during the review. The TOR will ensure that Carmarthenshire County Council follow a set procedure and take into account appropriate considerations for the review and allows interested parties to understand how to effectively engage in the review.

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

A Community review carried out under Section 31 of the Local Government (Democracy) (Wales) Act 2013 is a process whereby Carmarthenshire County Council can consider the following:

- the number of members of the council for the community,
- its division into wards (if appropriate) for the purposes of the election of councillors,
- the number and boundaries of any wards,
- the name of any ward.

The Community Review must reflect the identities and interests of communities and should take into account the impact of community governance arrangements on cohesion and the size, population and boundaries of a local community.

When conducting a community review a principal council must also consider its other statutory obligations related to the review-for example obligations under the Wellbeing of Future Generations Act 2015, Welsh Language Standards and the Equality Act 2010, which will all influence and inform the conduct and decisions made during the course of a community review.

### **Why is Carmarthenshire Council undertaking this review?**

Principal councils have a duty under the terms of the Act to publish a report and submit the report to the Local Democracy and Boundary Commission for Wales on their community arrangements every ten years. The Commission is also required to conduct electoral reviews of principal councils every ten years. Ideally a Community Review should precede an electoral review by the Commission of the principal council, as the community and community wards within the principal council’s area will be used as the primary building blocks for principal council electoral wards.

As the principal authority, Carmarthenshire County Council is responsible for undertaking Community Reviews within its area. The Council will approve the final recommendations before a Community Order is made.

The main contacts for the review are:

Amanda Edwards, Electoral and Civil Registration Manager

Dylan Price, Electoral Services Officer

Shelley Williams, Electoral Services Officer

## **Scope of Review**

The Review will consider any Community Review requests received following publication of the Terms of Reference.

## **Local Democracy and Boundary Commission for Wales**

Under the Local Government (Democracy) (Wales) Act 2013 (the Act), the Local Democracy and Boundary Commission for Wales (the Commission) has a general duty to monitor arrangements for local government across Wales. The Commission recommends that it should be included in any consultation or information that is distributed by the principal council as part of the community review.

## **What do Community Councils Do?**

Town and Community Councils represent the most local form of government and can own land and assets, employ staff and provide services at a local level.

Town/Community Councils can provide a local voice for the community responding to consultation and raising concerns with the relevant organisations.

A Town/Community Council is made up of Community councillors elected by local government electors in the community with elections taking place every five years. Vacancies within the five-year term are filled by co-option or by-election if local government electors request it.

## **Consultation**

### **How the Council proposes to conduct consultations during the review**

These terms of reference provide the aims of the review, the legislation that guides the process and the areas that the council will consider as part of the review process.

The council will consult widely on the review including but not limited to:

- Local government electors
- Community Councils
- County Councillors

- Members of the Senedd
- Members of Parliament

Prior to making recommendations or publishing final proposals, the Council will take full account of the views and suggestions put forward by local people and organisations and will comply with the statutory consultation requirements by:

- Consulting local government electors and other persons or bodies which appear to the Council to have an interest in the review,
- Considering any representations received in connection with the review,
- Notifying consultees of the outcome of the review,
- Publishing all decisions taken and the reasons for such decisions.

Information about each stage of the review will be published on the Council’s website. Press releases and other publicity will be issued where appropriate.

The Council will notify each consultee and any other persons or bodies who have made written representations of the outcome of the review.

### **Timeline of the review**

The Community Review commences when the Council publishes its terms of reference and concludes when it publishes the recommendations made in the review.

The table below sets out the timetable for the review.

<b>Stage</b>	<b>Action</b>	<b>Dates</b>
Report to Pre-Cabinet Full Council	Council approves the principle of the Community Review and its Terms of Reference.	20 February 2023 08 March 2023
<b>Public Consultation 1</b>	Six-week consultation period starting with publication of the Review Terms of Reference	13 March 2023
Public Consultation ends	All representations are examined and considered	24 April
Consider submissions/representations and prepare report for full council	Draft recommendations to be considered by Council and approved for further consultation.	Pre-Cabinet 22 May 2023 Full Council 14 June 2023
<b>Publication Consultation 2</b>	<ol style="list-style-type: none"> <li>1. Six week consultation with Stakeholders on draft recommendations</li> <li>2. Final recommendations</li> </ol>	19 June 2023

	prepared.	
Public Consultation ends	All representations are examined and considered	31 July 2023
Consider submissions/representations and prepare Final report for full council	Final recommendations to be considered by Council	Pre-Cabinet 18 September 2023 Full Council 11 October 2023
Publish final recommendations as agreed by Full Council	Publish final recommendations as agreed by Full Council and make Order	16 October 2023
Order takes effect	Next Scheduled local government elections	May 2027

## Background information

Good practice has suggested that the minimum number of councillors for any parish/town or community councils should be seven and the maximum 25.

In considering the issue of council size Carmarthenshire County Council is of the view that each area should be considered on its own merits, having regard to its population, geography and the pattern of communities. Nevertheless, having regard to the current powers of town and community councils, it should consider the broad pattern of existing council sizes. This pattern appears to have stood the test of time and, in the absence of evidence to the contrary, to have provided for effective and convenient local government.

Principal councils should also bear in mind that the conduct of town and community council business does not usually require a large body of councillors. In addition, historically many town/community councils, particularly smaller ones, have found difficulty in attracting sufficient candidates to stand for election. This has led to uncontested elections and./or a need to co-opt members in order to fill vacancies.

Recommended Elector: Councillor ratio:

Electors	Councillors	Electors	Councillors
Up to 900	7	Up to 10,400	17
1,400	8	11,900	18
2,000	9	13,500	19
2,700	10	15,200	20
3,500	11	17,000	21
4,400	12	18,900	22
5,400	13	20,900	23
6,500	14	23,000	24
7,700	15	45,000	25
9,000	16		

## **Making Representations**

If you wish to make representations on the community review, please e-mail:  
[AmEdwards@carmarthenshire.gov.uk](mailto:AmEdwards@carmarthenshire.gov.uk)

Alternatively, submissions may be sent by post to:

Community Review

Electoral Services

Block 4

Parc Myrddin

Richmond Terrace

Carmarthen

SA31 1HQ

Should you require any further information regarding the review, please contact Amanda Edwards, Electoral Services and Civil Registration Manager at the email/postal address above or by phone: 01267 228609