



## **Local Government Reorganisation Working Group**

## Terms of Reference

### 1. Purpose

The Local Government Reorganisation Working Group (LGR WG) is established to examine the potential implications of Local Government Review activity on Great Chart with Singleton Parish Council and its residents. Although Kent is not currently on a formal devolution pathway, the group will assess opportunities, risks, and practical steps required to safeguard local services, assets, and community interests.

### 2. Objectives

The Working Group will:

- Monitor developments relating to Local Government Review, devolution, and any structural changes affecting parish governance.
- Assess how potential changes may impact the parish, its services, and its residents.
- Identify opportunities for improved local control, including potential asset transfers from principal authorities.
- Review parish-managed assets currently leased rather than owned and consider whether ownership would provide greater security or community benefit.
- Develop clear, accessible information to help residents understand any changes and their implications.
- Provide recommendations to Full Council on actions required to protect parish interests.

### 3. Scope

The Working Group may consider, but is not limited to:

- Parks, play areas, open spaces, and community facilities.
- Land or assets associated with parish-run or parish-supported services.
- Any other assets or services where parish ownership or management may improve outcomes for residents.
- Communication and engagement methods to keep residents informed.
- Liaison with principal authorities, neighbouring parishes, and relevant stakeholders.

### 4. Authority and Decision Boundaries

- The Working Group has **no delegated decision-making powers**.
- The group may explore options and enter **exploratory discussions only**.
- The group may not commit the Council to any action, agreement, or expenditure.
- All recommendations must be brought to Full Council for approval.
- Any external engagement must be conducted in line with the Clerk's guidance.
- Public statements may only be issued with approval from Full Council or the Clerk.

### 5. Membership

- Membership consists of Parish Councillors appointed by Full Council.
- The **Clerk or Deputy Clerk will attend all meetings** to provide procedural advice, sector knowledge and administrative support. They will produce meeting notes,

including actions and the responsible person, and attend in an advisory capacity only.

- External advisors or officers from principal authorities may be invited to attend as required.
- Full Council may amend membership at any time.

## **6. Chairing**

- The Working Group will elect a Chair from among its council members.
- In the Chair's absence, members may appoint a temporary Chair for that meeting.

## **7. Meetings**

- Meetings will be held as required to progress the work efficiently.
- Meetings may take place **in person or online**, at the discretion of the Working Group.
- Notes or summary reports will be produced and circulated to Full Council.
- Meetings are not required to be held in public, but outcomes will be reported transparently.
- A quorum for meetings will be **three councillors**, unless otherwise agreed by Full Council.

## **8. Conduct and Confidentiality**

- Members will operate in accordance with the Parish Council's Standing Orders, Code of Conduct, and relevant policies.
- Draft documents, early proposals, or confidential material shared by principal authorities will be handled appropriately and not disclosed without approval.
- Sensitive discussions will remain confidential until formally reported to Full Council.

## **9. Resources**

- The Working Group has no budget and may not incur expenditure without prior approval from Full Council.
- The Clerk or Deputy Clerk will provide administrative support.

## **10. Reporting**

The Working Group will:

- Provide updates to Full Council at appropriate intervals.
- Bring forward recommendations requiring council approval, including asset transfer proposals, communication plans, or strategic actions.

## **11. Dissolution**

The Working Group will be dissolved once its work is completed or by resolution of the Full Council.

## **12. Review**

These Terms of Reference will be reviewed annually or sooner if required due to changes in national or local government arrangements.