



Association  
of Electoral  
Administrators

# Community Governance Reviews

## Aim

To explain the legislative requirements and procedures involved in conducting a community governance review (CGR) in England.

## Objectives

1. To explain the options available when reviewing parish areas and electoral arrangements.
2. To consider the review process, timetable and terms of reference and the corporate and electoral services challenges they present.
3. To discuss the timing and methods of appropriate consultation.

## Who is this course for?

Electoral administrators and other local authority managerial staff who may have the task of organising and managing a CGR to completion.

## Course overview

This one-day course will set out the legislative background and official guidance regarding the requirement and powers to undertake reviews.

All the necessary stages of the process will be considered, including: preparation, commencement, consultations, representations, publishing recommendations, electoral arrangements, consequential matters and making Reorganisation of Community Governance Orders.

The Course will be delivered online using a mixture of presentational material and reference to example documentation and official guidance.

Discussion will also take place during the day to facilitate the exchange of knowledge, experience and ideas.

Attendees will be provided with a pack containing course notes, guidance documents and example materials.

Each course runs from 10:00 until 16:00 with breaks for lunch and for tea and coffee.

## Dates and venues

**Tuesday 12 June 2024**

Online – via Microsoft Teams

## Cost

**First delegate**

AEA member – £285 (plus vat)

**Subsequent delegates  
from the same authority\***

AEA member - £150 (plus vat)

**Non-member**

Non-member – £356.25 (plus vat)

Non-members who would like to join the Association can apply for membership online at [www.aea-elections.co.uk/join](http://www.aea-elections.co.uk/join)

\*If delegates from the same authority wish to attend this course on different dates/at different venues please indicate clearly on the booking form.

## Terms and Conditions

### Cancellation

If you cannot attend, a substitute may attend in your place. Otherwise the following charges will apply:

- Less than two weeks before the event 100%.
- Less than four weeks before the event 60%
- More than four weeks before the event £20.

If for any reason a course is cancelled a full refund will be made. No payment for delegate costs that may have been incurred would be reimbursed.

### Non-Attendance

Non attendees are liable for full payment of the event. This includes face-to-face and online training.

If attendees have any concerns regarding connectivity they can email [training@aea-elections.co.uk](mailto:training@aea-elections.co.uk) to arrange a pre course test.

[Find out more about our full range of training courses and professional qualifications on our website](#)