

Community Governance Review Sub-Committee

Agenda

Date:	Tuesday, 20th December, 2011
Time:	10.30 am
Venue:	Municipal Executive Suite - Municipal Buildings, Earle Street, Crewe CW1 2BJ

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda.

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a period of 10 minutes is allocated for members of the public to address the meeting on any matter relevant to the work of the meeting. Individual members of the public may speak for up to 5 minutes but the Chairman or person presiding will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers. Members of the public are not required to give notice to use this facility. However, as a matter of courtesy, a period of 24 hours' notice is encouraged.

Members of the public wishing to ask a question at the meeting should provide at least three clear working days' notice in writing and should include the question with that notice. This will enable an informed answer to be given.

Contact:	Paul Mountford, Democratic Services Officer
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4. **Minutes of Previous meeting** (Pages 1 - 2)

To approve the minutes of the meeting held on 21st October 2011.

5. **Feedback on Consultation with Stakeholders**

The four week consultation period with interested parties has been undertaken with effect from 14th November until 16th December 2011. Responses will be collated and circulated at the meeting for consideration.

6. **Community Governance Project Plan** (Pages 3 - 6)

A copy of the updated project plan is attached for Members' consideration.

7. **Next Stage of Consultation - Ballot of Electors**

The next stage of consultation, as outlined in the project plan, is to conduct a ballot of electors in Crewe. This is proposed to take place in February 2012. It should be noted that the result of the ballot is not binding in the way that a formal election would be; there are many factors which the Council will need to take into account in reaching a decision, in addition to the result of the ballot. However, the Council will need to demonstrate that the views expressed have been taken into account in reaching a decision on the outcome of the Review; the ballot will form a major element of that consultation.

Using the analysis of the responses from stakeholders and the public, the Sub-Committee is asked to give initial consideration to the wording of the ballot paper.

8. **Date of Next Meeting**

(There are no Part 2 items)

CHESHIRE EAST COUNCIL

Minutes of a meeting of the
Community Governance Review Sub-Committee
held on Friday, 21st October, 2011 at Committee Suite 3, Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor P Groves (Vice-Chairman) (in the chair)

Councillors R Cartlidge and P Whiteley

In attendance

Councillor S Hogben

Officers

Lindsey Parton, Registration Services and Business Manager
Natalie Bown, Policy Officer, Performance and Partnerships
Paul Mountford, Democratic Services Officer

Apologies

Councillors D Marren, G Baxendale and B Murphy

19 DECLARATIONS OF INTEREST

Councillor R Cartlidge declared a personal interest as Mayor of Crewe.

20 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public present.

21 MINUTES OF PREVIOUS MEETING**RESOLVED**

That the minutes of the meeting held on 22nd September 2011 be approved as a correct record.

22 PROJECT PLAN AND TIMETABLE

The project plan had been revised since the previous meeting and was resubmitted for Members' information.

RESOLVED

That the revised project plan be noted.

23 INFORMATION LEAFLET

Members considered a draft information leaflet for use during the stakeholder consultation.

The leaflet contained details of the current governance arrangements for the unparished area of Crewe and the options for alternative arrangements. It also contained a set of questions designed to assist the reader in thinking about the options, a website address for further information and contact details for sending comments electronically or by post.

A shorter version of the leaflet would be produced for distribution to the public.

RESOLVED

That

- (1) the leaflet be approved for submission to the printers subject to the following:
 - a. a full colour Google map be included on the front page;
 - b. the caption on the front page relating to fly-tipping and litter be amended as discussed;
 - c. the separate section on area committees be deleted and the text be incorporated as appropriate into the section on the Local Service Delivery Committee;
 - d. the Council's website address be printed in blue to resemble a hyperlink.
- (2) a revised copy of the leaflet be circulated to Members of the Sub-Committee for information;
- (3) the officers explore the possibility of making copies of the leaflet available in empty shop units in Crewe and on display boards in suitable premises such as libraries and supermarkets; and
- (4) a shorter, simpler version of the leaflet be produced for Members' consideration.

The meeting commenced at 10.00 am and concluded at 10.31 am

Councillor P Groves (Vice-Chairman)

CREWE COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision making process	Date of Meeting
Officer Project Team	Officer Responsible	Community Governance Review Sub Committee meetings	26/7/2011 19/8/2011
Guidance summary Project Plan Map of Review Area Electorate figures Options appraisal (As per last Crewe CGR) Prepare consultation leaflet Electoral arrangements - initial views size/warding Consultation – Full list of consultees and contact details 2 x Public notices prepared for public meetings and for commencement of the Review Arrange public meetings Arrange printing for postal ballot	LP/ NB	Consider summary of CGR guidance Approve terms of reference Approve Review Process / project plan Agree consultation methods Agree list of consultees Identify and evaluate options for the review Formulate Leaflet to consultees and electors Agree arrangements for public meetings	
Publish Public Notice giving details of public meetings	LP/NB		24/8/2011 <i>(Two weeks before public meetings held)</i>
Public Meetings	BR/ LP/ NB	2 meetings in Crewe	15/9/2011 – evening 16/9/2011 - afternoon
		Community Governance Review Sub Committee meeting	23/9/2011

CREWE COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision making process	Date of Meeting
Further public engagement / publicity arranged			October 2011
Publicity for 1 st stage consultation with stakeholders	LP/NB		12/10/2011 <i>(Two weeks before consultation starts)</i>
Sign off of information leaflet		Community Governance Review Sub Committee meeting	21/10/2011
Comments / submissions invited from interested parties on Options (4 week consultation period)		Consultation Period (stage 1)	14/11/2011 – 16/12/2011
All submissions / comments considered and evaluated.	LP		19 December 2011
Collate representations and devise ballot paper to electors		Community Governance Review Sub Committee meetings	20 December 2011- plus further meeting if required in January 2012
Publish Public Notices for consultation with electors			Mid – January (two weeks before consultation starts)
Ballot Papers issued to electors			February 2012

CREWE COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision making process	Date of Meeting
Collate representations and prepare committee report	LP	Community Governance Review Sub Committee meeting	End February 2012
		Constitution Committee	22 / 3/ 2012 (or special meeting if required)
Preparation of report to Council on draft final recommendation (including any warding arrangements)	LP/ BR	Formulate draft final recommendation to Council Agree public notice for stage 2 consultation	
		Council Approval of final draft recommendation for consultation	19/4/2012
Publish Notice	LP		25/4/2012 <i>Two weeks before consultation starts</i>
Implement Consultation (3 weeks)	LP	Consultation Period (stage 2)	9/5/2012 – 30/5/2012
		Community Governance Review Sub-Committee meeting	wk cmg 11/6/2012
Preparation of analysis/evaluation of consultation outcome Develop final recommendations – to include Implementation Plan, interim arrangements and election arrangements	LP	Analysis of consultation outcome Formulation of final recommendation and Implementation Plan for consideration by Constitution Committee	

CREWE COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision making process	Date of Meeting
Preparation of report to Constitution Committee detailing final recommendation for approval by Council	LP/BR	Approval of final recommendation and Implementation Plan for consideration by Council	
		SPECIAL MEETING Constitution Committee	June 2012
Preparation of final recommendation and report to Council Implementation arrangements Draft Order and associated documents including maps Implementation Plan including interim arrangements	LP/BR		
		Final Decision by COUNCIL MEETING Including Approval of reorganisation order and Implementation Plan	July 2012
Council Publishes Reorganisation Order			August 2012
Implementation of any changes in electoral arrangements			Thereafter

Key to Officers:-

- LP - Lindsey Parton, Registration Service and Business Manager, Legal & Democratic Services
- NB - Natalie Bown, Policy Officer, Performance and Partnerships
- BR - Brian Reed, Democratic and Registration Services Manager