

Item of Business	Date of Meeting	Comment
Part 1 - Council Size		
Diary slots for Sub-Committee meetings (Council Size)	16 th August 2023	Formal/Informal Sub Committee meetings end Aug – end Nov dates TBC
Appointment of chair and vice chair	16 th August 2023	
Covering Report	16 th August 2023	Scene setting report. Includes Council Size Submission requirements and the CPC Report, appended to the above report, via a link
Housekeeping business	16 th August 2023	
Frequency of meetings	16 th August 2023	Potentially meet 5 times between the first meeting and the formal meeting which is to finalise the draft submission to secure decisions or direction. Can vacate meetings where needed. Formality of meetings - face to face in Sandbach. Informal could be via Teams
Work programme	16 th August 2023	
How to approach the review	16 th August 2023	
Project Management Products Report	16 th August 2023	Draft Product Initiation Document, High Level Timeline, Product Breakdown Structure, Project Plan
Provide direction on Council size work	All Sub-Committee meetings – Dates TBC	
Make decisions on Council size work	All Sub-Committee meetings – Dates TBC	
Reporting back of minutes to CPC and clarity on questions being asked by members	05/10/2023 Early Nov 2023 30/11/2023	
Sub-Committee Endorsement for the draft council size submission - initial information	TBC	Member endorsement for the draft council size submission as an evolving document. Draft submission to be taken to the Sub-Committee for initial information, then be brought back for interim approval, with further added information, and again, prior to final recommendation to the Corporate Policy Committee.
Sub-Committee Endorsement for the draft council size submission - initial information - interim approval	TBC	

Potential Meeting of the CPC to share the draft council size submission work to date	05/10/2023	
Meeting of the Sub-Committee to sign-off the draft council size submission, before the 13 th November deadline	Late October 2023	
Special Meeting of the CPC to sign-off the draft council size submission, before the 13 th November deadline	Early November 2023	The CPC needs to sign-off the draft council size submission to be made by 13 th November and final submission 11 th December. The existing calendar of meeting dates mean that CPC would have to sign-off the draft submission on 5 October which is too soon. A bespoke meeting of CPC is needed very early in November.
Submission of Council Size DRAFT proposals to LGBCE	13/11/2023	
Meeting of the Sub-Committee to sign-off the final submission on Council size, before the 11 th December deadline	Mid November 2023	Meeting to sign-off the final submission, should this be needed, following feedback on the draft submission from the Commission.
Meeting of the CPC to sign-off the final submission on Council size, before the 11 th December deadline	30/11/2023	Meeting to sign-off the final submission, should this be needed, following feedback on the draft submission from the Commission.
Submission of Council Size proposals to LGBCE	11/12/2023	
Part 2 - Warding Patterns		
Diary slots for Sub-Committee meetings (Warding Patterns)		4 x Sub Committee meetings Dec – early March
Consultation on warding patterns		23/01/2024 – 01/04/24
Provide direction on Warding Patterns work	All Sub-Committee meetings – Dates TBC	
Make decisions on Warding Patterns work	All Sub-Committee meetings – Dates TBC	
Reporting back of minutes to CPC and clarity on questions being asked by members	18/01/2024 08/02/2024 21/03/2024 TBC	
Meeting of the CPC to share draft submission Warding Patterns work to date	18/01/2024 / 08/02/2024	

Electoral Review Sub Committee Work Programme. Updated 27/07/2023

Meeting of the Sub-Committee to sign-off the draft proposal on Warding Patterns, before the 1 st April deadline	Early March 2024	
Meeting of the CPC to sign-off the draft proposal on Warding Patterns, before the 1 st April deadline	21/03/2024	
Submission of Warding Patterns proposals to LGBCE	01/04/2024	
Consultation on Draft Recommendations		30/07/2024 – 07/10/2024
Review LGBCE Draft Recommendations, develop response		30/07/2024 – 07/10/2024
Meeting of the Sub-Committee to sign-off the draft recommendations response, before the 7 th October deadline	TBC	
Meeting of the CPC to sign-off the draft recommendations response, before 7 th October deadline	TBC	
Draft recommendations response submitted to LGBCE	07/10/2024	
Final Recommendations published by LGBCE		January 2025
Council Implementation		Spring 2025 –2027

Note: proposed dates of future meetings of the Sub-Committee will be circulated at the meeting.