

Appendix D – In progress High Level Project Plan

Task	End date
Meetings in Place	
Board Meetings	
Board in place	19/06/2023
Board meetings set up	19/06/2023
LGBCE Meetings	
LGBCE Officer Briefing held	28/06/2023
LGBCE Group Leader Briefing held	17/07/2023
LGBCE Briefing for all members held	Sep-23
Parish/ TC & Local Groups Briefing (LGBCE only)	Jan-24
CLT Dates and deadlines	
For Corporate Policy Committee – 5th October	
Meeting 1 Report submitted	31/08/2023
Meeting 1	06/09/2023
Meeting 2 Report submitted	14/09/2023
Meeting 2	20/09/2023
For Corporate Special Meeting (to be agreed) – early November	
Meeting 1 Report submitted	TBC
Meeting 1	TBC
Meeting 2 Report submitted	TBC
Meeting 2	TBC
For Corporate Policy Committee – 30th November	
Meeting 1 Report submitted	26/10/2023
Meeting 1	01/11/2023
Meeting 2 Report submitted	09/11/2023
Meeting 2	15/11/2023
CLT dates identified for Warding Patterns activity	Aug/Sept 2023
CLT dates identified for Draft Recommendations activity	Aug/Sept 2023
Sub-Committee Meetings	
Sub-committee approved	11/07/2023
Sub-committee appointed	21/07/2023
Sub-committee dates scheduled for Council Size activity	Aug-23
Report(s) Submitted for Council Size meeting 1	07/08/2023
Sub-Committee Council Size meeting 1	16/08/2023
Report(s) Submitted for Council Size meeting 2	TBC
Sub-Committee Council Size meeting 2	TBC
Report(s) Submitted for Council Size meeting 3	TBC
Sub-Committee Council Size meeting 3	TBC
Report(s) Submitted for Council Size meeting 4	TBC
Sub-Committee Council Size meeting 4	TBC
Report(s) Submitted for Council Size meeting 5	TBC
Sub-Committee Council Size meeting 5	TBC
Sub-Committee dates scheduled for Warding Patterns activity	Aug/Sept 2023
Sub-Committee dates scheduled for Draft Recommendations activity	Aug/Sept 2023

Corporate Policy Committee Meetings	
Corporate Policy Committee dates identified for Council Size activity	13/07/2023
Special Meeting for approval of draft Council Size proposal agreed	Aug-23
Report submission dates for special meeting identified	Aug-23
Special Meeting for approval of draft Council Size proposal scheduled	Aug-23
Report(s) Submitted for Council Size meeting 1 (5th Oct)	25/09/2023
Meeting 1 - Council Size work to date shared	05/10/2023
Report(s) Submitted for Council Size meeting 2 Special meeting (early Nov)	TBC
Meeting 2 - Special Meeting - Approval of draft Council Size proposal	Early Nov 23
Report(s) Submitted for Council Size meeting 3 (30th Nov)	20/11/2023
Meeting 3 - Approval of Council Size proposal final submission	30/11/2023
CPC dates identified for Warding Patterns activity	Aug/Sept 2023
CPC dates identified for Draft Recommendations activity	Aug/Sept 2023
Data requirements	
Agree data items from Commission's Information Request Pack to be approved by Sub-Committee and CPC	Aug-23
Electorate data for Information Request Pack collated	
Geocoded electoral register	30/09/2023*
Current and Forecast electorate for 2029 by polling district	30/09/2023*
Forecasting methodology	30/09/2023*
Development data for Information Request Pack collated	
Housing Development Data	30/09/2023*
Polling District data for Information Request Pack collated	
Polling district map	30/09/2023*
Polling District Review Report	30/09/2023*
Parish data for Information Request Pack collated	
Parish electoral arrangements	30/09/2023*
Parish Ward Maps	30/09/2023*
Legal Changes and Notices data for Information Request Pack collated	
Details of Local Orders	30/09/2023*
Governance Changes	30/09/2023*
Approval	
Information Request Pack data finalised	Early Oct 2023
Agreed data approved by Sub-Committee	Oct-23
Agreed data approved by CPC	Early Nov 23
Submission of Commission's Information Request Pack	11/12/2023
Changes made to electoral register	
TBC	2027
Communications / Engagement	
CEC Communications Plan to support Commission comms created	28/07/2023
Stakeholder database for Information Request Pack collated	30/09/2023*
Communications plan for Information Request Pack read, CEC actions noted	30/09/2023*
Communications contact for Information Request Pack collated	30/09/2023*
Information Request Pack Communications / Engagement data finalised	Early Oct 2023
Agreed Communications / Engagement items approved by Sub-Committee (if required)	Oct-23

Agreed Communications / Engagement items approved by CPC (if required)	Early Nov 23
Submission of information in Commission's Information Request Pack	11/12/2023
Web pages updated	TBC
Part 1 Council Size Submission	
Recommendations made to Sub-Committee on how approach the review	16/08/2023
DRAFT Council Size proposal developed	Oct-23
Areas of submission identified, agree how to gather information	Aug-23
DRAFT Council Size proposal proof read	Oct-23
Provision and analysis of data from local surveys and consultations	Oct-23
About You	Oct-23
The Context for your proposal	Oct-23
Local Authority Profile	Oct-23
Council Size: Strategic Leadership	Oct-23
Council Size: Accountability	Oct-23
Council Size: Community Leadership	Oct-23
Other Issues	Oct-23
Summary	Oct-23
Supporting statistical appendices (if needed)	Oct-23
DRAFT Council Size proposal work to date shared with CLT	06/09/2023 20/09/2023
DRAFT Council Size proposal work to date shared with Sub Committee	TBC
DRAFT Council Size proposal work to date shared with CPC	05/10/2023
DRAFT Council Size proposal - CLT	TBC
DRAFT Council Size proposal approved by Sub-Committee	Oct-23
DRAFT Council Size proposal approved by CPC at Special Meeting	TBC - Early Nov
DRAFT Council Size proposal submitted to LGBCE	13/11/2023
FINAL Council Size proposal developed	Nov-23
FINAL Council Size proposal - CLT	01/11/2023 15/11/2023
FINAL Council Size proposal approved by Sub-Committee	Nov-23
FINAL Council Size proposal approved by CPC	30/11/2023
FINAL Council Size proposal submitted to LGBCE	11/12/2023
Part 2 Warding Patterns / Arrangements	
Consultation on warding patterns	01/04/2024
Warding Patterns Proposal developed	01/04/2024
Warding patterns proposal approved by Sub-Committee	Early March 2024
Warding patterns proposal approved by CPC	21/03/2024
Warding patterns proposal submitted to LGBCE	01/04/2024
Consultation on draft recommendations	07/10/2024
Draft recommendations reviewed; response developed	07/10/2024
Draft recommendations response approved by Sub-Committee	Sep-24
Draft recommendations response approved by CPC	Sep-24
Draft recommendations response submitted to LGBCE	07/10/2024
Final Recommendations published by LGBCE	Jan-25
Order	Spring 2025
Implementation	2027

*30/09/2023 if to be approved by Sub-Committee and CPC, otherwise 13/12/2023

