

Task/activity		Decision making process	Date of Meeting
Officer Project Team	Officer Responsible	Community Governance Review Sub Committee - 1st and 2nd meetings	26/7/2011 Mid – August - tbc
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 Agree and signoff format of ballot paper	
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, Council Chamber, Municipal Buildings, Crewe – Dates / times to be agreed by Sub - Committee	Wk cmg 12/9/2011

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Publish Public Notices for 1 st stage consultation	LP/NB		14/9/2011 (Two weeks before consultation starts)
Comments / submissions invited from interested parties on Options (4 week consultation period) Count of ballot ballots returned		Consultation Period (stage 1)	30/09/2011 – 28 /10/2011
Collate representations and prepare committee report (<i>agenda dispatched on 31/10/2011</i>)	LP/NB	Community Governance Review Sub Committee - 3rd meeting	8/11/2011 (am) – suggested date
All submissions / comments considered and evaluated. Report / draft recommendation prepared for consideration by Constitution Committee (<i>agenda dispatched on 9.11.2011</i>)	LP/NB		
		Constitution Committee	17.11.2011
Preparation of report to Council on draft final recommendation (including any warding arrangements) (<i>agenda dispatched on 6.12.2011</i>)	LP/NB	Formulate draft final recommendation to Council	
		Council	15/12/2011

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		Approval of final draft recommendation for consultation Agree public notice for stage 2 consultation	
Publish Notice	LP/ NB		21/12/2011 Two weeks before consultation starts
Implement Consultation (3 weeks)	LP/ NB	Consultation Period (stage 2)	3/1/2012 – 24/1/2012
		Community Governance Review Sub-Committee - 4th meeting	wk cmg 6/2/2012
Preparation of analysis/evaluation of consultation outcome Develop final recommendations – to include Implementation Plan, interim arrangements and election arrangements	LP/NB	Analysis of consultation outcome Formulation of final recommendation and Implementation Plan for consideration by Constitution Committee	
Preparation of report to Constitution Committee detailing final recommendation for approval by Council	LP/NB	Approval of final recommendation and Implementation Plan for consideration by Council	
		SPECIAL MEETING Constitution Committee	Mid February 2012 - tbc
Preparation of final recommendation and report to Council Implementation arrangements Draft Order and associated documents including maps Implementation Plan including interim arrangements	LP/NB		

Task/activity		Decision making process	Date of Meeting
		Final Decision by COUNCIL MEETING Including Approval of reorganisation order and Implementation Plan	23/2/2012
Council Publishes Reorganisation Order			March 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