

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