

MACCLESFIELD COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

| Task/activity | | Decision-making process | Date |
|--|----------------------------|---|---|
| Officer Project Team | Officer Responsible | Community Governance Review Sub Committee meetings | 27/4/2012 w/c 18/6/2012 |
| Guidance summary Project Plan Map of Review Area Electorate figures Options appraisal (As per 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 Review Membership of Sub Committee 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 | | 25/6/2012 <i>(Two weeks before public meetings held)</i> |
| Public Meetings | BR/ LP/ NB | 2 meetings in Macclesfield | w/c 9/7/2012 – evening w/c 9/7/2012 - afternoon |
| | | Community Governance Review Sub Committee meeting | w/c 23 /7/2012 |

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| | | Consider and approve arrangements for ballot of electors | |
| Further public engagement / publicity arranged | | | August 2012 |
| Publicity for 1 st stage consultation with stakeholders | LP/NB | | 20/8/2012 (Two weeks before consultation starts) |
| Comments / submissions invited from interested parties on Options (4 week consultation period) | | Consultation Period (stage 1) | 3/9/2012 – 28/9/2012 |
| All submissions / comments considered and evaluated. Collate representations | LP | | |
| Publish Notices for ballot of electors | LP | | 1/10/2012 (Two weeks before ballot) |
| | | Community Governance Review Sub Committee meeting Consider outcomes from stage 1 consultation | w/c 8/10/2012 |
| Ballot Papers issued to electors | LP | | w/c 15/10/2012 |

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| Collate representations and result of ballot and prepare committee report | LP | Community Governance Review Sub Committee meeting | w/c 5/11/2012 |
| | | Constitution Committee | 15/11/2012 |
| 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 | 13/12/2012 |
| Publish Notice | LP | | 14/1/2013 <i>Two weeks before consultation starts</i> |
| Implement Consultation (3 weeks) | LP | Consultation Period (stage 2) | 28/1/2013 – 18/2/2013 |
| | | Community Governance Review Sub-Committee meeting | |
| 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 | w/c 4/3/2013 |

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| 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 | |
| | | Constitution Committee | 21/3/2013 |
| 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 | 18/4/2013 |
| Council Publishes Reorganisation Order | | | May 2013 |
| 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