

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 18/7/2012
<p>Guidance summary Project Plan Map of Review Area Electorate figures</p> <p>Options appraisal (As per Crewe CGR)</p> <p>Prepare consultation leaflet</p> <p>Electoral arrangements - initial views size/warding</p> <p>Consultation – Full list of consultees and contact details</p> <p>2 x Public notices prepared for public meetings and for commencement of the Review</p> <p>Arrange public meetings Arrange printing for postal ballot</p>	LP/BR	<p>Consider summary of CGR guidance</p> <p>Review Membership of Sub Committee</p> <p>Approve Review Process / project plan</p> <p>Agree consultation methods</p> <p>Agree list of consultees</p> <p>Identify and evaluate options for the review</p> <p>Formulate Leaflet to consultees and electors</p> <p>Agree arrangements for public meetings</p>	
Publish Public Notice giving details of public meetings	LP		<p>23/7/2012 – Media Release</p> <p>30/7/2012 – Public Notice in press</p> <p>(commencing 2 weeks before public meetings held)</p>

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Public Meetings	BR/ LP/ Members	2 meetings at Macclesfield Town Hall	Mon 6/8/2012 – 3pm Tues 7/8/2012 – 7pm
Further public engagement / publicity co-ordinated with assistance from Communications Team and LSP Manager			July/ August 2012
Publicity for 1 st stage consultation with stakeholders Publish Notice	LP/ JM		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 (Note: Chairman attending Macclesfield Business Breakfast – Friday 14 September – 7.45am)
All submissions / comments considered and evaluated. Collate representations	LP/ JM		Monday 1/10/2012
		Community Governance Review Sub Committee meeting Consider outcomes from stage 1 consultation Agree Stage 2 Consultation	wk cmg 8/10/2012

Key to Officers:-

- LP - Lindsey Parton, Registration Service and Business Manager, Legal & Democratic Services
- BR - Brian Reed, Democratic and Registration Services Manager
- JM - James Morley, Democratic Services Officer