

MACCLESFIELD COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

| Task/activity | | Decision-making process | Date |
|---|----------------------------|--|---|
| Officer Project Team | Officer Responsible | Community Governance Review Sub Committee meetings | w/c 7 January 2013 |
| <p>Guidance summary Project Plan Map of Review Area Electorate figures</p> <p>Options appraisal (As per Crewe CGR)</p> <p>Prepare consultation leaflet Update Website 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> | | <p>Consider summary of CGR guidance</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> | |
| | | Constitution Committee | 24 January 2013 |
| Publish Public Notice giving details of public meetings | | | <p>21/1/2013 – Media Release</p> <p>28/1/2013 – Public Notice in press</p> <p><i>(commencing 2 weeks before public meetings held)</i></p> |

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| Public Meetings | | Series of meetings held across Unparished Area | w/c 11 February 2013 |
| Further public engagement / publicity co-ordinated with assistance from Communications Team and LSP Manager | | | February 2012 |
| Publicity for 1 st stage consultation with stakeholders Publish Notice | | | 25/2/2013 <i>(Two weeks before consultation starts)</i> |
| Comments / submissions invited from interested parties on Options (4 week consultation period) | | Consultation Period (stage 1) | 11/3/2013 – 1/4/2013 |
| All submissions / comments considered and evaluated. Collate representations | | | Monday 1/4/2013 |
| | | Community Governance Review Sub Committee meeting Consider outcomes from stage 1 consultation Agree Stage 2 Consultation | w/c 15/4/2013 |