

## MACCLESFIELD COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision-making process	Date
<b>Officer Project Team</b>	<b>Officer Responsible</b>	<b>Community Governance Review Sub Committee meetings</b>	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>	
		<b>Constitution Committee</b>	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 <sup>st</sup> 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)		<b>Consultation Period (stage 1)</b>	11/3/2013 – 1/4/2013
All submissions / comments considered and evaluated. Collate representations			Monday 1/4/2013
		<b>Community Governance Review Sub Committee meeting</b> Consider outcomes from stage 1 consultation Agree Stage 2 Consultation	w/c 15/4/2013