

MACCLESFIELD COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision-making process	Date
Officer Project Team	Officer Responsible	Community Governance Review Sub Committee meetings	25 February 2013 and 11 April 2013
Guidance summary Project Plan Map of Review Area Electorate figures Options appraisal (As per Crewe CGR) Prepare consultation leaflet Update Website 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		Consider summary of CGR guidance 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			17 April 2013 – Media Release 24 April 2013 – Public Notice in press <i>(commencing 2 weeks before public meetings held)</i>
Public Meetings		Series of meetings held across Unparished Area	1 ,2,3 May 2013

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Further public engagement / publicity co-ordinated with assistance from Communications Team and LSP Manager		1 -15 May 2013
Publicity for 1 st stage consultation with stakeholders Publish Notice		1 May 2013 <i>(Two weeks before consultation starts)</i>
Comments / submissions invited from interested parties on Options (4 week consultation period)	Consultation Period (stage 1)	15 May 2013 – 5 June 2013
All submissions / comments considered and evaluated. Collate representations		7 June 2013
	Community Governance Review Sub Committee meeting Consider outcomes from stage 1 consultation Agree Stage 2 Consultation	w/c 17 June 2013
Publish Notice of Ballot		1 July 2013
Conduct Ballot of Electors	Consultation Period (stage 2/ballot)	10 – 31 July 2013
Collate representations and prepare committee report		Early August 2013
	Community Governance Review Sub Committee meeting Make draft recommendations to Constitution Committee for consideration	August 2013
Prepare reports to Constitution Committee		Early September 2013

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		Constitution Committee Submit draft recommendations to Full Council for approval	19 September 2013
Preparation of report to Council on draft recommendation (including any warding arrangements)		Formulate draft recommendation to Council	
		Full Council Approve draft recommendations for final stage of consultation	17 October 2013
Publicity for final stage consultation with stakeholders Publish Notice Produce literature and FAQs for final stage Update Website		Agree public notice for final stage consultation Agree literature for final stage	18 October 2013 (one week before consultation starts)
Implement Consultation (3 weeks)		Public Consultation Period (Final Stage)	28 October – 12 November 2013
Preparation of analysis/evaluation of consultation outcome Develop final recommendations – to include Implementation Plan, interim arrangements and election arrangements Update Website		Analysis of consultation outcome Formation of final recommendation and Implementation Plan for consideration by Constitution Committee	
		Community Governance Review Sub Committee Consider outcomes of final stage consultation Make final recommendations to Constitution Committee for consideration	w/c 18 November 2013
Preparation of report to Constitution Committee detailing final recommendation for consideration.		Approval of final recommendation and Implementation Plan for consideration by Council.	
		Constitution Committee Submit final recommendations and draft reorganisation Order to Council	21 November 2013

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Preparation of final recommendation and report to Council Implementation arrangements Draft Order and associated documents including maps, asset transfer and precept for first year budget. Implementation Plan including interim arrangements			
		Full Council Approve Reorganisation Order	12 December 2013
Re-organisation Order takes effect and new parish arrangements come into being			1 April 2014
Implementation of any changes in electoral arrangements			Thereafter
Any elections required			<p>June 2014 or May 2015? (Note: Any Parish Councillors elected in 2014 would only hold office for one year until the ordinary elections are held in May 2015. Alternatively the Council could decide to defer any elections until May 2015.)</p> <p>If elections are held in 2014, they could be combined with the European elections in June to save costs. It is possible that the European Elections may be brought forward by the Government to May 2014, as has happened in past years).</p>

Updated – LParton – 28.3.2013