

MACCLESFIELD COMMUNITY GOVERNANCE REVIEW – PROJECT PLAN
(updated 7 October 2013)

Appendix B

Task/activity	Decision-making process	Date
	Community Governance Review Sub Committee meetings	25 February 2013 11 April 2013 17 May 2013
<p>Guidance summary Project Plan Map of Review Area Electorate figures</p> <p>Prepare consultation leaflets (A4 and A5) Prepare Consultation Feedback Form (online and hard copy versions) 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 and book venues</p>	<p>Consider summary of CGR guidance</p> <p>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</p>	
<p>Publish Notice giving details of public meetings and press release; and Publicity for 1st stage consultation with stakeholders Publish Notice</p>		<p>June 2013</p> <p><i>(To commence as early as possible with advice from the Communications Team)</i></p>
<p>Public engagement / publicity co-ordinated with assistance from Communications Team and LSP Manager</p>		<p>24 June – 23 July 2013</p>
<p>Public Meetings</p>	<p>Series of 8 meetings held across Unparished Area. (Majority of the meetings to be held at 7pm).</p>	<p>3,4,8,9,10,11,12 and 22 July 2013</p>

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Comments / submissions invited from interested parties on Options (4 week consultation period)	Consultation Period (stage 1)	24 June – 23 July 2013
All submissions / comments considered and evaluated. Collate representations		August 2013
	Community Governance Review Sub Committee meetings Considered outcome from stage 1 consultation (NB- Agreed to defer stage 2 consultation)	15 th August 2013
Refine the Consultation to 2 options – a Town Council; and no change (with an enhanced service delivery committee) including: <ul style="list-style-type: none"> - A communications plan - Updated leaflet 		(NB -LP on leave from 28.8 – 13.9)
Sign off/ implement communications plan Plan arrangements for stage 2 consultation	Community Governance Review Sub Committee meeting	16 October 2013 (agenda dispatched on 8 October 2013)
Extended period of public consultation (with stakeholders and to encourage further public response)		
Engagement with Schools		October 2013
Publish Notice of Ballot		2 September 2013 November 2013
Conduct Ballot of Electors (3 weeks)	Consultation Period (stage 2/ballot)	23 September – 11 October 2013 2 – 20 December 2013

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Collate representations and prepare committee report		October 2013 Early January 2014
	Community Governance Review Sub Committee meeting Make draft recommendations to Constitution Committee for consideration	Early January 2014
Prepare reports to Constitution Committee		Early January 2014
	Constitution Committee Submit draft recommendations to Full Council for approval	21 November 2013 23 January 2014
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	12 December 2013 27 February 2014
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	Mid-December 2013 (3-4 weeks before consultation starts) Early March 2014 (3-4 weeks before consultation starts)
Implement Consultation (3 weeks)	Public Consultation Period (Final Stage)	13 January – 31 January 2014 24 March – 11 April 2014
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	

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	Community Governance Review Sub Committee Consider outcomes of final stage consultation Make final recommendations to Constitution Committee for consideration	February 2014 Mid April - Mid May 2014
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	20 March 2014 End of May 2014
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	10 April 2014 July 2014 (NB – A request could be made to full council on 27 February for the final decision and approval of the order to be made by the Constitution Committee in May 2014. This will enable the review to be concluded within the specified 12 month period).
Re-organisation Order takes effect and new parish arrangements come into being		1 April 2015
Implementation of any changes in electoral arrangements		Thereafter
Any elections required		May 2015