

MACCLESFIELD COMMUNITY GOVERNANCE REVIEW – PROJECT PLAN
(updated 17 January 2014)

| 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> | | 24 June – 23 July 2013 |
| <p>Public Meetings</p> | <p>Series of 8 meetings held across Unparished Area. (Majority of</p> | 3,4,8,9,10,11,12 and 22 July |

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| | the meetings to be held at 7pm). | 2013 |
| 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 |
| Considered outcome from stage 1 consultation Stage 2 consultation deferred | Community Governance Review Sub Committee meetings | 15 th August 2013 16 October 2013 |
| Refine the Stage 2 Consultation to 2 options – parishing ; and an enhanced service delivery committee. Agree supporting literature Consult Macclesfield LSDC on potential role of an ELSDC (23 January 2014) Agree arrangements for ballot etc. Agree other engagement e.g. schools / 6 form colleges | Community Governance Review Sub Committee meeting | 16 January 2014 26 February 2014 |
| To receive an update on the review and to endorse arrangements for the stage 2 consultation, including the proposed role of an Enhanced Service Delivery Committee and the proposed wording of ballot papers to electors . | Constitution Committee | 20 March 2014 |
| Conduct stage 2 consultation / ballot (Note school holidays commence from 24 July 2014) | Consultation Period (stage 2) | 2 June 2014 to 28 July 2014 |
| Collate representations and prepare committee report | | 31 July 2014 |

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| | Community Governance Review Sub Committee meeting Make draft recommendations to Constitution Committee for consideration | August 2014 |
| | Constitution Committee Submit draft recommendations to Full Council for approval | 25 September 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 | 16 October 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 | October 2014 |
| Implement Consultation (3 weeks) | Public Consultation Period (Final Stage) | 27 October to 14 November 2014 |
| Preparation of analysis/evaluation of consultation outcome Develop final recommendations – to include Implementation Plan, interim arrangements and any election arrangements Update Website | Analysis of consultation outcome Formation of final recommendation and Implementation Plan for consideration by Constitution Committee | 17 & 18 November 2014 |
| | Community Governance Review Sub Committee Consider outcomes of final stage consultation Make final recommendations to Constitution Committee for consideration | 19 or 20 November 2014 |
| Preparation of report to Constitution Committee detailing final recommendation for consideration. | Approval of final recommendation and Implementation Plan for consideration by Council. | |

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| | Constitution Committee Submit final recommendations and draft reorganisation Order to Council | 27 November 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 | 11 December 2014 <i>(or 26 February 2015 as a fall back date)</i> |
| Re-organisation Order takes effect and any new parish arrangements come into being | | 1 April 2015 |
| Implementation of any changes in electoral arrangements | | Thereafter |
| Any elections required | | May 2015 |