

# COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision making process	Date of Meeting	Mgt Team	Cabinet Briefing	Notes
<b>Officer Project Team</b>	<b>Officer Responsible</b>	<b>Community Governance Review Member Group - 1st meeting</b>	30/07/2009	n/a	n/a	
Guidance summary	BH	To consider:				
Process map/timeline	BH	Summary of guidance				
Prepare consultation methods/materials	BH/JR/KH	To approve:				
Baseline Data		Process				
- electorate: current/future	JR/RB/RP	Consultation methods				
- population: current/future		Identification & evaluation of options				
- households: current/future		Baseline data				
Electoral arrangements - initial views – size/warding	LP/RB/WH	Maps				
Options appraisal	BR/KH/BH					
Consultation - initial views methods & consultees	BH/KH/JR					
Maps of area - including CNBC ward boundaries, adjacent parishes	RB/MG					
Final list of consultees	BH/KH	Agree terms of reference for the review				
Consultation Plan – including methods, time scale	BH/KH	Formulate list of consultees				
Formulate final options for consultation	BR/BH	Formulate Options Paper on which to consult (first stage)				
		Formulate final list of consultees & methods				
		<b>Publish Terms of Reference (1<sup>st</sup> stage consultation)</b>	10/08/2009			
Comments / submissions invited from interested parties on Options (4 week consultation period)			10/08/2009 – 4/09/2009			
		<b>Community Governance Review</b>	Wk cmg 7/09/2009			

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		<b>Member Group - 2nd meeting</b>				
All submissions / comments considered and evaluated.  Report / draft recommendation prepared for consideration by Gov and Constitution Committee	LP/ BR/MF					
		<b>Governance &amp; Constitution Committee</b>	28/09/2009	18/08/2009	8/09/2009	
Preparation of report to Council on draft final recommendation	LP/BR/MF	Formulate recommendation on draft final recommendation to Council				
		<b>Council</b>	15/10/2009	15/09/2009	22/09/2009	
		Approval of final draft recommendation for consultation				
Implement Consultation (4 weeks) (from 19/10/2009 to 13/11/2009)	LP/ BR/ MF		19/10/2009 – 13/11/2009			
		<b>Community Governance Review Member Group - 3rd meeting</b>	Wk cmg 9/11/2009			
Preparation of analysis/evaluation of consultation outcome  Develop final recommendations – to include Implementation Plan, interim arrangements and election arrangements	LP/JR/BR/MF	Analysis of consultation outcome Formulation of final recommendation and Implementation Plan for consideration by G & C				
Preparation of report to G & C detailing final	LP/BR/MF	Approval of final recommendation and				

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recommendation for approval by Council		Implementation Plan for consideration by Council				
		<b>Governance &amp; Constitution Committee</b>	19/11/2009			
Preparation of final recommendation and report to Council Implementation arrangements Draft Order and associated documents including maps Implementation Plan including interim arrangements	LP/BR/MF					
		<b>Final Decision by Council</b> Approval of reorganisation order and Implementation Plan	17/12/2009			
		<b>Feedback to the Boundary Committee on the outcome of the Review</b>	By 31/12/2009			
Council Publishes Reorganisation Order			By 31/1/2010			
Implementation of any changes in electoral arrangements			Thereafter			

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### Key to Officers:-

LP	-	Lindsey Parton
BH	-	Bill Howie
RB	-	Ralph Bason
MF	-	Mike Flynn
JR	-	James Rounce
KH	-	Kirstie Hurcules
BR	-	Brian Reed