

COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision making process	Date of Meeting
Officer Project Team	Officer Responsible	Community Governance Review Member Group - 1st and 2nd meetings	30/07/2009 and 12/08/2009
Guidance summary Process map/timeline Prepare consultation methods/materials Baseline Data - electorate: current/future - population: current/future - households: current/future Electoral arrangements - initial views – size/warding Options appraisal Consultation - initial views methods & consultees Maps of area - including CNBC ward boundaries, adjacent parishes Final list of consultees Consultation Plan – including methods, time scale Formulate final options for consultation	BH BH/LP BH/JR/KH JR/RB LP/RB/MF KH/BH BH/KH/JR RB/MG BH/KH/LP BH/KH/LP BR/KH	To consider: Summary of guidance To approve: Process Consultation methods Identification & evaluation of options Baseline data Maps Agree terms of reference for the review Formulate list of consultees Formulate Leaflet and questionnaire to electors on which to consult (first stage) Agree public meetings to be held	
Publish Public Notices for 1 st stage consultation			14/08/2009
Comments / submissions invited from interested parties on Options (3- 4 week consultation period)		Consultation Period (stage 1)	1/09/2009 – 30/09/2009
		Community Governance Review Member Group - 3rd meeting	5/10/2009
All submissions / comments considered and evaluated. Report / draft recommendation prepared for consideration by Gov and Constitution Committee	LP/ MF/CC		

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Task/activity		Decision making process	Date of Meeting
		Special meeting Governance & Constitution Committee (prior to Council)	15/10/2009
Preparation of report to Council on draft final recommendation	LP/MF/ CC	Formulate recommendation on draft final recommendation to Council	
		Council	15/10/2009
		Approval of final draft recommendation for consultation	
		Community Governance Review Member Group - 4th meeting	12/11/2009
Implement Consultation (5 weeks)	LP/ MF/CC	Consultation Period (stage 2)	30/11/2009 – 8 /1/2010
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 recommendation for approval by Council	LP/BR/MF	Approval of final recommendation and Implementation Plan for consideration by Council	
		Governance & Constitution Committee	28/1/2010
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		
		Feedback to the Boundary Committee on the draft outcome of the Review	By 4/2/2010

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Task/activity		Decision making process	Date of Meeting
		Final Decision by Council	25/2/2010
		Approval of any reorganisation order and Implementation Plan	
Council Publishes Reorganisation Order			By 1/3/2010
Implementation of any changes in electoral arrangements			Thereafter

Key to Officers:-

LP	-	Lindsey Parton	CC	-	Chris Chapman
BH	-	Bill Howie	RB	-	Ralph Bason
MF	-	Mike Flynn	JR	-	James Rounce
KH	-	Kirstie Hercules	BR	-	Brian Reed
MG	-	Mike Garrity			