

Community Governance Review Sub-Committee

Agenda

Date:	Friday, 21st October, 2011
Time:	10.00 am
Venue:	Committee Suite 3, Westfields, Middlewich Road, Sandbach CW11 1HZ

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda.

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a period of 10 minutes is allocated for members of the public to address the meeting on any matter relevant to the work of the meeting. Individual members of the public may speak for up to 5 minutes but the Chairman or person presiding will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers. Members of the public are not required to give notice to use this facility. However, as a matter of courtesy, a period of 24 hours' notice is encouraged.

Members of the public wishing to ask a question at the meeting should provide at least three clear working days' notice in writing and should include the question with that notice. This will enable an informed answer to be given.

Contact:	Paul Mountford, Democratic Services
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4. **Minutes of Previous meeting** (Pages 1 - 4)

To approve the minutes of the meeting held on 22nd September 2011.

5. **Project Plan and Timetable** (Pages 5 - 8)

To note the revised project plan and timetable for the Crewe community governance review.

The plan has been updated since the previous meeting to incorporate the changes agreed and is attached for information.

6. **Information Leaflet**

To approve the contents of the information leaflet for the Crewe community governance review.

The leaflet is being prepared and will be circulated to Members before the meeting.

(There are no Part 2 items)

CHESHIRE EAST COUNCIL

Minutes of a meeting of the
Community Governance Review Sub-Committee
held on Thursday, 22nd September, 2011 at Committee Suite 1, 2 & 3,
Westfields, Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor D Marren (Chairman)
Councillor P Groves (Vice-Chairman)

Councillors G Baxendale, R Cartlidge, B Murphy and P Whiteley

Officers

Lindsey Parton, Registration Services and Business Manager
Natalie Bown, Policy Officer, Performance and Partnerships
Paul Mountford, Democratic Services Officer
Dawn Clark, Crewe LAP Manager
Lesley Seal, Communications
Jamie Oliver, Media Relations Officer

12 DECLARATIONS OF INTEREST

Councillor Roy Cartlidge declared a personal interest as Mayor of Crewe.

13 MINUTES OF PREVIOUS MEETING**RESOLVED**

That the minutes of the meeting held on 19th August 2011 be approved as a correct record.

14 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public present.

15 PROJECT PLAN AND TIMETABLE

A revised project plan and timetable was circulated at the meeting.

The timetable had been put back to allow for additional public engagement to be arranged in October and November 2011.

RESOLVED

That the revised project plan and timetable be noted and approved.

16 OUTCOME OF PUBLIC MEETINGS

It was reported that the first public consultation meeting, held in the evening on Thursday, 15th September, had been poorly attended, with only two people present. The second meeting, held in the afternoon on Friday, 16th September had attracted 16 people and a wide range of questions had been asked. A record of both meetings would be included in the feedback on the Stage 1 consultation.

Members considered whether additional public meetings should be held or whether an alternative approach was needed.

Dawn Clark informed Members that a series of community events in Crewe would take place between 24th October and 6th November and could be used as a means of raising awareness and seeking further feedback on the community governance review.

Members asked if a road show could also be arranged in Crewe Town Centre on a Friday and Saturday. The Officers confirmed that a static road show could be arranged, manned by Officers trained in public engagement.

RESOLVED

That no further public consultation meetings be held but the alternative proposal of using the planned community events in Crewe as a means of publicising the community governance review, and the holding of a road show in Crewe Town Centre on a Friday and Saturday, be pursued.

17 PUBLIC INFORMATION LEAFLET

The Policy Officer, with assistance from the Communications Team, had produced a revised draft information leaflet which had taken on board comments on a previous version.

Members discussed whether the leaflet needed to go to all households or whether it should instead be circulated to representative community groups.

Members felt that the leaflet in its current format would be too lengthy for many people and that a short, punchy single-sided leaflet would be more likely to engage people's attention. This could then be supplemented with a more detailed document containing further background information for those who wished to know more.

RESOLVED

That the Officers develop a brief, punchy information leaflet on a single sheet of paper, and a back-up document containing more detailed

background information, and circulate both to Members of the Sub-Committee for comments.

18 EXISTING COMMUNITY GOVERNANCE ARRANGEMENTS IN CREWE

Members received a paper on the existing community governance arrangements in Crewe. The current arrangements included the Crewe Local Area Partnership, which brought together a wide range of people from the statutory, private, voluntary, faith and community sectors across Crewe with a view to delivering improved outcomes for local people, ensuring that people influenced decision-making and actively engaging and empowering communities. There were also a wide range of voluntary and community groups within the Crewe area.

RESOLVED

That the paper be noted.

The meeting commenced at 4.20 pm and concluded at 5.20 pm

Councillor D Marren (Chairman)

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Task/activity		Decision making process	Date of Meeting
Officer Project Team	Officer Responsible	Community Governance Review Sub Committee - 1st and 2nd meetings	26/7/2011 19/8/2011
Guidance summary Project Plan Map of Review Area Electorate figures Options appraisal (As per last Crewe CGR) Prepare consultation leaflet 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 Arrange printing for postal ballot	LP/ NB	Consider summary of CGR guidance Approve terms of reference 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	LP/NB		24/8/2011 (Two weeks before public meetings held)
Public Meetings	BR/ LP/ NB	2 meetings in Crewe	15/9/2011 – evening 16/9/2011 - afternoon
		Community Governance Review Sub Committee – 3rd Meeting	23/9/2011

Task/activity		Decision making process	Date of Meeting
Further public engagement / publicity arranged			October 2011
Publicity for 1 st stage consultation with stakeholders	LP/NB		12/10/2011 (Two weeks before consultation starts)
Sign off of information leaflet		Community Governance Review Sub Committee - 4th meeting	21/10/2011
Comments / submissions invited from interested parties on Options (4 week consultation period)		Consultation Period (stage 1)	31/10/2011 – 25/11/2011
	LP/NB	Community Governance Review Sub Committee - 5th meeting	8/11/2011 – 10am
All submissions / comments considered and evaluated.	LP/NB		Wk cmg 6 December 2011
Collate representations and devise ballot paper to electors		Community Governance Review Sub Committee – 6th Meeting	December 2011
Publish Public Notices for consultation with electors			21/12/2011 two weeks before consultation starts

Task/activity		Decision making process	Date of Meeting
Ballot Papers issued to electors			January 2012
Collate representations and prepare committee report (agenda dispatched early Feb 2012)	LP/NB	Community Governance Review Sub Committee 5th meeting	February 2012
		Constitution Committee	22 / 3/ 2012
Preparation of report to Council on draft final recommendation (including any warding arrangements) <i>(agenda dispatched on 6.12.2011)</i>	LP/NB	Formulate draft final recommendation to Council Agree public notice for stage 2 consultation	
		Council Approval of final draft recommendation for consultation	19/4/2012
Publish Notice	LP/ NB		<i>25/4/2012</i> <i>Two weeks before consultation starts</i>
Implement Consultation (3 weeks)	LP/ NB	Consultation Period (stage 2)	9/5/2012 – 30 /5/2012
		Community Governance Review Sub-Committee - 7th meeting	wk cmg 11/6/2012

Task/activity		Decision making process	Date of Meeting
Preparation of analysis/evaluation of consultation outcome	LP/NB	Analysis of consultation outcome Formulation of final recommendation and Implementation Plan for consideration by Constitution Committee	
Develop final recommendations – to include Implementation Plan, interim arrangements and election arrangements			
Preparation of report to Constitution Committee detailing final recommendation for approval by Council	LP/NB	Approval of final recommendation and Implementation Plan for consideration by Council	
		SPECIAL MEETING Constitution Committee	June 2012
Preparation of final recommendation and report to Council Implementation arrangements Draft Order and associated documents including maps Implementation Plan including interim arrangements	LP/NB		
		Final Decision by COUNCIL MEETING Including Approval of reorganisation order and Implementation Plan	July 2012
Council Publishes Reorganisation Order			August 2012
Implementation of any changes in electoral arrangements			Thereafter

Key to Officers:-

LP - Lindsey Parton, Registration Service and Business Manager, Legal & Democratic Services
 NB - Natalie Bown, Policy Officer, Performance and Partnerships
 BR - Brian Reed, Democratic and Registration Services Manager