Item of Business	Date of Meeting	Comment
Part 1 - Council Size		
Diary slots for Sub-Committee	16 th August 2023	Formal/Informal Sub Committee
meetings (Council Size)		meetings end Aug – end Nov dates TBC
Appointment of chair and vice chair	16 th August 2023	
Covering Report	16 th August 2023	Scene setting report. Includes Council Size Submission requirements and the CPC Report, appended to the above report, via a link
Housekeeping business	16 th August 2023	
Frequency of meetings	16 th August 2023	Potentially meet 5 times between the first meeting and the formal meeting which is to finalise the draft submission to secure decisions or direction. Can vacate meetings where needed. Formality of meetings - face to face in Sandbach. Informal could be via Teams
Work programme	16 th August 2023	
How to approach the review	16 th August 2023	
Project Management Products Report	16 th August 2023	Draft Product Initiation Document, High Level Timeline, Product Breakdown Structure, Project Plan
Provide direction on Council	All Sub-Committee	
size work	meetings – Dates TBC	
Make decisions on Council size work	All Sub-Committee meetings – Dates TBC	
Reporting back of minutes to CPC and clarity on questions being asked by members	05/10/2023 Early Nov 2023 30/11/2023	
Sub-Committee Endorsement for the draft council size submission - initial information	TBC	Member endorsement for the draft council size submission as an evolving document. Draft submission to be taken to the Sub-Committee for initial information, then be brought back for interim approval, with further added information, and again, prior to final recommendation to the Corporate Policy Committee.
Sub-Committee Endorsement for the draft council size submission - initial information - interim approval	TBC	

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Potential Meeting of the CPC	05/10/2023	
to share the draft council size		
submission work to date		
Meeting of the Sub-	Late October 2023	
Committee to sign-off the		
draft council size submission,		
before the 13 th November		
deadline		
Special Meeting of the CPC to	Early November 2023	The CPC needs to sign-off the draft
sign-off the draft council size		council size submission to be made by
submission, before the 13 th		13 th November and final submission
November deadline		11 th December.
		The existing calendar of meeting dates
		mean that CPC would have to sign-off
		the draft submission on 5 October
		which is too soon.
		A bespoke meeting of CPC is needed
		very early in November.
Submission of Council Size	13/11/2023	
DRAFT proposals to LGBCE		
Meeting of the Sub-	Mid November 2023	Meeting to sign-off the final
Committee to sign-off the		submission, should this be needed,
final submission on Council		following feedback on the draft
size, before the 11 th		submission from the Commission.
December deadline		
Meeting of the CPC to sign-off	30/11/2023	Meeting to sign-off the final
the final submission on	, ,	submission, should this be needed,
Council size, before the 11 th		following feedback on the draft
December deadline		submission from the Commission.
Submission of Council Size	11/12/2023	
proposals to LGBCE	, ,	
Part 2 - Warding Patterns		
Diary slots for Sub-Committee		4 x Sub Committee meetings Dec –
meetings (Warding Patterns)		early March
Consultation on warding		23/01/2024 – 01/04/24
		23/01/2024 - 01/04/24
patterns		
Provide direction on Warding	All Sub-Committee	
Patterns work	meetings – Dates	
	TBC	
Make decisions on Warding	All Sub-Committee	
Patterns work	meetings – Dates	
	TBC	
Reporting back of minutes to	18/01/2024	
CPC and clarity on questions	08/02/2024	
being asked by members	21/03/2024	
	TBC	
Meeting of the CPC to share	18/01/2024 /	
draft submission Warding	08/02/2024	
Patterns work to date		
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Meeting of the Sub- Committee to sign-off the draft proposal on Warding Patterns, before the 1st April deadline Meeting of the CPC to sign-off the draft proposal on Warding Patterns, before the 1st April deadline Submission of Warding Patterns, before the 1st April deadline Submission of Warding Patterns proposals to LGBCE Consultation on Draft Recommendations Review LGBCE Draft Recommendations, develop response Meeting of the Sub- Committee to sign-off the draft recommendations response, before the 7th October deadline Draft recommendations response submitted to LGBCE Final Recommendations published by LGBCE Council Implementation		I	
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Final Recommendations published by LGBCE January 2025	Draft recommendations	07/10/2024	
published by LGBCE	response submitted to LGBCE		
	Final Recommendations		January 2025
Council Implementation Spring 2025 –2027	published by LGBCE		
	Council Implementation		Spring 2025 –2027

Note: proposed dates of future meetings of the Sub-Committee will be circulated at the meeting.