

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 <i>(Two weeks before public meetings held)</i>
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

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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

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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		25/4/2012 <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

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Preparation of analysis/evaluation of consultation outcome Develop final recommendations – to include Implementation Plan, interim arrangements and election arrangements	LP/NB	Analysis of consultation outcome Formulation of final recommendation and Implementation Plan for consideration by Constitution Committee	
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