

**MACCLESFIELD COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN**  
**(updated 19 April 2013)**

Task/activity	Decision-making process	Date
	<b>Community Governance Review Sub Committee meetings</b>	25 February 2013 and 11 April 2013 17 May 2013
Guidance summary Project Plan Map of Review Area Electorate figures  Prepare consultation leaflet Update Website 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	Consider summary of CGR guidance  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 Notice giving details of public meetings and press release; and Publicity for 1 <sup>st</sup> stage consultation with stakeholders Publish Notice		cmg 22 May 2013 <i>(commencing 4-6 weeks before public meetings held and consultation with stakeholders starts)</i>
Public engagement / publicity co-ordinated with assistance from Communications Team and LSP Manager		24 June – 23 July 2013
Public Meetings	Series of 6 meetings held across Unparished Area. (Majority of the meetings to be held at 7pm).	3,4,8,9,10 and 11 July 2013 (subject to venue availability)
Comments / submissions invited from interested parties on	<b>Consultation Period (stage 1)</b>	24 June – 23 July 2013

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Options (4 week consultation period)		
All submissions / comments considered and evaluated. Collate representations		August 2013
	<b>Community Governance Review Sub Committee meeting</b> Consider outcomes from stage 1 consultation Agree Stage 2 Consultation	August 2013
Publish Notice of Ballot		2 September 2013
Conduct Ballot of Electors (3 weeks)	<b>Consultation Period (stage 2/ballot)</b>	23 September – 11 October 2013
Collate representations and prepare committee report		October 2013
	<b>Community Governance Review Sub Committee meeting</b> Make draft recommendations to Constitution Committee for consideration	October 2013
Prepare reports to Constitution Committee		November 2013
	<b>Constitution Committee</b> Submit draft recommendations to Full Council for approval	21 November 2013
Preparation of report to Council on draft recommendation (including any warding arrangements)	Formulate draft recommendation to Council	
	<b>Full Council</b> Approve draft recommendations for final stage of consultation	12 December 2013
Publicity for final stage consultation with stakeholders Publish Notice Produce literature and FAQs for final stage Update Website	Agree public notice for final stage consultation Agree literature for final stage	Mid December 2013 (3-4 weeks before consultation starts)

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Implement Consultation (3 weeks)	<b>Public Consultation Period (Final Stage)</b>	13 January – 31 January 2014
Preparation of analysis/evaluation of consultation outcome  Develop final recommendations – to include Implementation Plan, interim arrangements and election arrangements Update Website	Analysis of consultation outcome Formation of final recommendation and Implementation Plan for consideration by Constitution Committee	
	<b>Community Governance Review Sub Committee</b> Consider outcomes of final stage consultation Make final recommendations to Constitution Committee for consideration	February 2014
Preparation of report to Constitution Committee detailing final recommendation for consideration.	Approval of final recommendation and Implementation Plan for consideration by Council.	
	<b>Constitution Committee</b> Submit final recommendations and draft reorganisation Order to Council	20 March 2014
Preparation of final recommendation and report to Council Implementation arrangements Draft Order and associated documents including maps, asset transfer and precept for first year budget. Implementation Plan including interim arrangements		
	<b>Full Council</b> Approve Reorganisation Order	10 April 2014
Re-organisation Order takes effect and new parish arrangements come into being		1 April 2015
Implementation of any changes in electoral arrangements		Thereafter
Any elections required		May 2015