

MACCLESFIELD COMMUNITY GOVERNANCE REVIEW – PROJECT PLAN
(updated 17 January 2014)

Appendix 5

Task/activity	Decision-making process	Date
	Community Governance Review Sub Committee meetings	25 February 2013 11 April 2013 17 May 2013
<p>Guidance summary Project Plan Map of Review Area Electorate figures</p> <p>Prepare consultation leaflets (A4 and A5) Prepare Consultation Feedback Form (online and hard copy versions) Update Website Electoral arrangements - initial views size/warding</p> <p>Consultation – Full list of consultees and contact details</p> <p>2 x Public notices prepared for public meetings and for commencement of the Review</p> <p>Arrange public meetings and book venues</p>	<p>Consider summary of CGR guidance</p> <p>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</p>	
<p>Publish Notice giving details of public meetings and press release; and Publicity for 1st stage consultation with stakeholders Publish Notice</p>		<p>June 2013</p> <p><i>(To commence as early as possible with advice from the Communications Team)</i></p>
Public engagement / publicity co-ordinated with assistance from Communications Team and LSP Manager		24 June – 23 July 2013
Public Meetings	Series of 8 meetings held across Unparished Area. (Majority of	3,4,8,9,10,11,12 and 22 July

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	the meetings to be held at 7pm).	2013
Comments / submissions invited from interested parties on Options (4 week consultation period)	Consultation Period (stage 1)	24 June – 23 July 2013
All submissions / comments considered and evaluated. Collate representations		August 2013
Considered outcome from stage 1 consultation Stage 2 consultation deferred	Community Governance Review Sub Committee meetings	15 th August 2013 16 October 2013
Refine the Stage 2 Consultation to 2 options – parishing ; and an enhanced service delivery committee. Agree supporting literature Consult Macclesfield LSDC on potential role of an ELSDC (23 January 2014) Agree arrangements for ballot etc. Agree other engagement e.g. schools / 6 form colleges	Community Governance Review Sub Committee meeting	16 January 2014 26 February 2014
To receive an update on the review and to endorse arrangements for the stage 2 consultation, including the proposed role of an Enhanced Service Delivery Committee and the proposed wording of ballot papers to electors .	Constitution Committee	20 March 2014
Conduct stage 2 consultation / ballot (Note school holidays commence from 24 July 2014)	Consultation Period (stage 2)	2 June 2014 to 28 July 2014
Collate representations and prepare committee report		31 July 2014

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Task/activity	Decision-making process	Date
	Community Governance Review Sub Committee meeting Make draft recommendations to Constitution Committee for consideration	August 2014
	Constitution Committee Submit draft recommendations to Full Council for approval	25 September 2014
Preparation of report to Council on draft recommendation (including any warding arrangements)	Formulate draft recommendation to Council	
	Full Council Approve draft recommendations for final stage of consultation	16 October 2014
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	October 2014
Implement Consultation (3 weeks)	Public Consultation Period (Final Stage)	27 October to 14 November 2014
Preparation of analysis/evaluation of consultation outcome Develop final recommendations – to include Implementation Plan, interim arrangements and any election arrangements Update Website	Analysis of consultation outcome Formation of final recommendation and Implementation Plan for consideration by Constitution Committee	17 & 18 November 2014
	Community Governance Review Sub Committee Consider outcomes of final stage consultation Make final recommendations to Constitution Committee for consideration	19 or 20 November 2014
Preparation of report to Constitution Committee detailing final recommendation for consideration.	Approval of final recommendation and Implementation Plan for consideration by Council.	

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	Constitution Committee Submit final recommendations and draft reorganisation Order to Council	27 November 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		
	Full Council Approve Reorganisation Order	11 December 2014 <i>(or 26 February 2015 as a fall back date)</i>
Re-organisation Order takes effect and any new parish arrangements come into being		1 April 2015
Implementation of any changes in electoral arrangements		Thereafter
Any elections required		May 2015