

WILMSLOW COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision making process	Date of Meeting
Officer Project Team	Officer Responsible	Community Governance Review Sub Committee - 1st and 2nd meetings	19/02/2010 10/3/ 2010 tbc
Guidance summary	LP	Consider summary of guidance	
Project Plan	LP		
Map of Review Area – including former MBC boundaries, adjacent parishes	MG	Approve terms of reference	
		Approve Review Process / project plan	
electorate: current/future	MG	Agree consultation methods	
Options appraisal	KH/JB	Agree a composite list of consultees	
Prepare consultation leaflet	JR/ KH/ DN	Identify and evaluate options for the review	
Electoral arrangements - initial views size/warding	MF/ LP	Formulate Leaflet to consultees and electors	
Consultation – Full list of consultees and contact details	JB/ KH	Agree arrangements for public meetings	
Draft Public notice prepared	LP / DN	Agree and signoff format of ballot paper(s)	
Arrange public meetings			
Arrange printing for postal ballot			
Publish Public Notices for 1 st stage consultation			28/4/2010 (Two weeks before consultation starts)
Comments / submissions invited from		Consultation Period (stage 1)	10 /05/2010 – 4 /6/2010

WILMSLOW COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision making process	Date of Meeting
interested parties on Options (4 week consultation period)			
Public Meetings held			
Count of ballot ballots returned			
Collate representations and prepare committee report		Community Governance Review Sub Committee - 3rd meeting	15/6/2010 tbc
All submissions / comments considered and evaluated.			
Report / draft recommendation prepared for consideration by Gov and Constitution Committee (<i>agenda dispatched on 16 June</i>)			
		Governance & Constitution Committee	24/6/2010
Preparation of report to Council on draft final recommendation (including any warding arrangements) (<i>agenda dispatched on 12 July</i>)	LP	Formulate draft final recommendation to Council	
		Council	22/7/2010
		Approval of final draft recommendation for consultation	
		Agree public notice for stage 2 consultation	

WILMSLOW COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision making process	Date of Meeting
Publish Notice	LP/ DN		28/7/2010 Two weeks before consultation starts
Implement Consultation (3 weeks)	LP/ MF/CC	Consultation Period (stage 2)	11/8/2010 – 1/9/2010
		Community Governance Review Member Group - 4th meeting	13/9/2010 – AM tbc
Preparation of analysis/evaluation of consultation outcome Develop final recommendations – to include Implementation Plan, interim arrangements and election arrangements	LP/JR/BR/MF	Analysis of consultation outcome Formulation of final recommendation and Implementation Plan for consideration by G & C	
Preparation of report to G & C detailing final recommendation for approval by Council	LP/BR/MF	Approval of final recommendation and Implementation Plan for consideration by Council	
		SPECIAL MEETING Governance & Constitution Committee	13/9/2010 -PM tbc
Preparation of final recommendation and report to Council Implementation arrangements Draft Order and associated documents including maps Implementation Plan including interim arrangements	LP/BR/MF		
		Final Decision by SPECIAL COUNCIL MEETING Including Approval of reorganisation order and Implementation Plan	15/9/2010 tbc

WILMSLOW COMMUNITY GOVERNANCE REVIEW - PROJECT PLAN

Task/activity		Decision making process	Date of Meeting
Council Publishes Reorganisation Order			By 20/9/2010
Implementation of any changes in electoral arrangements			Thereafter

Key to Officers:-

LP	-	Lindsey Parton	JB	-	Juliet Blackburn
MF	-	Mike Flynn	JR	-	James Rounce
KH	-	Kirstie Hercules	MG	-	Mike Garritty
DT	-	Diane Todd			