

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 23/3/ 2010
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	
electorate: current/future		Approve Review Process / project plan	
Options appraisal	MG	Agree consultation methods	
Prepare consultation leaflet	KH /JB	Agree a composite list of consultees	
Electoral arrangements - initial views size/warding	JR/ KH/ DN	Identify and evaluate options for the review	
Consultation – Full list of consultees and contact details	MF/ LP	Formulate Leaflet to consultees and electors	
Draft Public notice prepared	JB/ KH	Agree arrangements for public meetings	
Arrange public meetings	LP / DN	Agree and signoff format of ballot paper(s)	
Arrange printing for postal ballot			
Publish Public Notice giving details of public meetings	LP/DN		14/4/2010 (Two weeks before public meetings held)
Public Meetings		Mon 26/4/2010 – Wilmslow Leisure Centre – 7pm	Wk cmg 26/4/2010

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		Wed 28/4/2010 – Honford Hall – 7pm Thurs 29/4/2010 – Styal Primary School – 7pm	
Publish Public Notices for 1 st stage consultation			28/4/2010 (Two weeks before consultation starts)
Comments / submissions invited from interested parties on Options (4 week consultation period) Count of ballot ballots returned		Consultation Period (stage 1)	10 /05/2010 – 4 /6/2010
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 (agenda dispatched on 16 June)			
		Governance & Constitution Committee	24/6/2010
Preparation of report to Council on draft final recommendation (including any warding arrangements) (agenda dispatched on 12 July)	LP	Formulate draft final recommendation to Council	

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		Council	22/7/2010
		Approval of final draft recommendation for consultation Agree public notice for stage 2 consultation	
Publish Notice	LP/ DN		28/7/2010 <i>Two weeks before consultation starts</i>
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	LP/BR/MF		

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including maps Implementation Plan including interim arrangements			
		Final Decision by SPECIAL COUNCIL MEETING Including Approval of reorganisation order and Implementation Plan	15/9/2010 tbc
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			