

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, 2nd & 3rd meetings	19/02/2010 23/3/ 2010 15/4/2010 Plus urgent meeting – 28/4/2010
Guidance summary Project Plan Map of Review Area – including former MBC boundaries, adjacent parishes electorate: current/future Options appraisal Prepare consultation leaflet Electoral arrangements - initial views size/warding Consultation – Full list of consultees and contact details Draft Public notice prepared Arrange public meetings Arrange printing for postal ballot	LP LP MG MG KH /JB JR/ KH/ DN MF/ LP JB/ KH LP / DN	Consider summary of guidance Approve terms of reference Approve Review Process / project plan Agree consultation methods Agree a composite list of consultees Identify and evaluate options for the review Formulate Leaflet to consultees and electors Agree arrangements for public meetings Agree and signoff format of ballot paper(s)	
Publish Public Notice giving details of public meetings	LP/DN		14/4/2010 (Two weeks before public meetings held)

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Public Meetings		Mon 26/4/2010 – Wilmslow Leisure Centre – 7pm Wed 28/4/2010 – Handforth Youth and Community Centre – 7pm Thurs 29/4/2010 – Styal Primary School – 7pm	Wk cmg 26/4/2010
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 - 5th meeting	Mid – June 2010
All submissions / comments considered and evaluated. Report / draft recommendation prepared for consideration by Constitution Committee (agenda dispatched on 16 June)			
		Constitution Committee	24/6/2010
Preparation of report to Council on draft final recommendation (including any warding arrangements) (agenda dispatched on 12 July)	LP / MF/ BR	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/ JS		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 Sub Committee - 6th 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/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 Constitution Committee	13/9/2010 -PM tbc
Preparation of final recommendation and report to Council Implementation arrangements Draft Order and associated documents including maps	LP/BR/MF		

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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	JS	-	Julie Stockton